

City Council Legal Review Committee

Meeting Agenda

August 28, 2018 City Hall, Spruce Room 5:30 PM

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes March 8, 2018
- V. Public Comments on Items Not on the Agenda
- VI. Discussion/Direction Possible Changes to the Door-To-Door Solicitation Ordinance
- VII. Discussion/Direction Biennial Evaluation Process for Municipal Judge, Prosecuting Attorney, City Attorney, and Water Attorney
- VIII. Discussion/Direction 2019 City Attorney Fees
- IX. Discussion/Direction Municipal Court Judge Appointments and Compensation
- Χ. Update – Court-Appointed Counsel Request for Proposals
- XI. Lawsuit Settlements/Litigation Updates
- XII. Discussion Items for Next Meeting
- XIII. Adjourn



City Council Legal Review Committee

Meeting Minutes

March 8, 2018 749 Main Street 4:00 PM

Call to Order – Councilmember Leh called the meeting to order at 4:10 PM.

Roll Call: The following members were present:

Committee Members: Chris Leh, City Council

Sue Loo, City Council Jeff Lipton, Mayor Pro Tem

Meredyth Muth, City Clerk Staff Present:

Heather Balser, Interim City Manager

Sam Light, City Attorney

Kristan Wheeler, Municipal Judge Colette Cribari, Prosecuting Attorney

APPROVAL OF AGENDA

The agenda was approved as presented.

APPROVAL OF MINUTES

The minutes were approved as presented.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA None.

DISCUSSION/DIRECTION – 2018 COMMITTEE WORK PLAN

Councilmember Leh presented a proposed work plan. He noted the Committee does not have distinct direction from Council on what it should be handling. He suggested one item the Committee should be doing is creating an evaluation process for the City Attorney, Municipal Judge, and Prosecuting Attorney.

Members discussed ideas on the plan and agreed there is a need for a more formal evaluation of the judge, prosecutor, and city attorney.

Members decided to ask the full Council if they endorse the Committee working on the evaluation plan and asking of there are any other topics they feel the Committee should look into.

MUNICIPAL COURT UPDATE

JUDGE WHEELER

Judge Wheeler reported on how it is going in the Court. She noted new legislation will require the Court provide representation more often. Councilmember Loo asked how often and how much should be budgeted. Wheeler stated it will not be needed very often as we can generally give the person a personal recognizance bond.

Light stated the City can put out an RFP or RFQ to find attorneys that can be on call for work in the Court. Muth noted payments for this can be put in upcoming budgets.

Wheeler stated she and other Boulder County judges have discussed the possibility of an intergovernmental agreement that would allow other municipal court to hold bond hearings if it is easier and more timely than transporting defendants to other locations.

Councilmember Leh asked if Wheeler knew of any City ordinances that need to be updated to help the court processes. Wheeler asked if the speeding in school zones language could be clarified if it is an increase in fine or a doubling of the fine.

PROSECUTOR CRIBARI

Cribari reported on how it is going in the Court. She stated there have been a lot of changes recently on the sealing of records. She discussed how the court handles a minor in possession ticket and how it works with kids to make it a learning experience for them.

She stated there will be an update of the model traffic code sooner than later and that may require the Council to update some ordinances. She discussed her philosophy on how she assigns traffic classes to defendants.

LAWSUIT SETTLEMENTS/LITIGATION UPDATESNo report.

DISCUSSION ITEMS FOR NEXT MEETING

To be determined.

ADJOURN

The meeting adjourned at 5:55 pm.



LEGAL REVIEW COMMITTEE

SUBJECT: DOOR-TO-DOOR SOLICITATION

DATE: AUGUST 28, 2018

PRESENTED BY: PENNEY BOLTE, TAX MANAGER

KEVIN WATSON, FINANCE DIRECTOR

SUMMARY:

At the request of City Council, options for door-to-door administration and regulation have been prepared for discussion with the Legal Review Committee.

FISCAL IMPACT:

To be determined.

PROGRAM/SUB-PROGRAM IMPACT:

To be determined.

RECOMMENDATION:

Discussion and direction.

ATTACHMENT(S):

- 1. Exhibit A. Current City of Louisville ordinance, applications, licenses, fees
- 2. Exhibit B. Summary of Other Municipality's Door-to-Door ordinances, regulations, application, administration & fees.
- 3. Exhibit C. "No Knock" lists (online portal/list examples)

Aurora

Administered by: Tax & Licensing Department

Door-to-Door Seller's License

Boulder

Administered by: Tax & Licensing Division

Itinerant Merchant License

Broomfield

Administered by: City Clerk's Office

Solicitor's License

Castle Rock

Administered by: Town Clerk

Solicitor Registration

"No Knock" List

Fort Collins

Administered by: Sales Tax Division

Solicitor Permit

"No Solicitation" List

Golden

Administered by: Sales & Use Tax Department

Standard Sales/Use Tax License

Loveland

No Solicitor Permitting Required

Parker

Administered by: Town Clerk

Peddler and Solicitor Permit

"Do Not Solicit" List

Thornton

No Solicitor Permitting Required

Westminster

Administered by: City Clerk

Business Registration/Sales Tax License

DOOR-TO-DOOR MUNICIPAL REVIEW

	Administered by:	Regulated by:	License-related Fees to Applicant:	Required from Applicant:	Processes by Municipalities:
Aurora	Tax & Licensing Dept.	Door-to-door Seller's License and Business License Application	Application \$15 License \$15 90-Day ID Card \$34 Sales Tax Deposit \$136 Business License application fee and license fee waived	Photo of each seller Photo ID of each seller Proof of sales tax license	Verify Photo ID Create & issue badge
Boulder	Tax & Licensing Div.	Itinerant Merchant License	License \$58 Background Check/per person \$7 Sales Tax Deposit \$500 Late Fee \$200 (app rec'd less than 2 wks from start)	Photo of each seller Photo ID of each seller Proof of sales tax license	Police - Background checks Police - Verify photo ID Create & issue badge
Broomfield	City Clerk's Office	Solicitor's License	License \$17 (\$12 for renewals)	Photo ID	Police - Fingerprinting/background City Clerk - take photo and issue badge
Castle Rock	Town Clerk's Office	Solicitor Registration License & "No Knock" List	License \$35	(2) Passport photos Copy of Driver's License or State ID Proof of sales tax license	Background checks (PD/Other?) Verify photo ID Tax verifies City sales tax license Town Clerk - issues badges
Fort Collins	Sales Tax Div.	Solicitor Permit & "No Solicitation" List	Company License Fee \$50 Badge Holder Badge Fee \$10 Badge Holder Deposit \$50	Company - provide criminal history record (\$17.95) Company Supervisor - copy of driver's license or photo ID Solicitor - photo ID Solicitor - provide criminal history record (17.95) Solicitor - passport photo - electronic Company Certificate of Good Standing - Sec. of State Company - proof of State and City sales tax license	City staff verifies photo ID? City staff reviews background report? Tax verifies City sales tax license Operation Services prints out badges
Golden	Sales Tax Div.	Standard Sales/Use Tax License	Sales/Use Tax License \$20	Complete the standard license application	Issue the standard Sales/Use Tax License
Loveland	None	Municipal Code provisions	Sales and Use Tax License \$20	Complete the standard license application	Issue the standard Sales/Use Tax License
Parker	Town Clerk's Office	Peddler and Solicitor Permits & "Do Not Solicit" List	Permit Fee \$50 Badge Fee \$30	Proof of sales tax license Background check release form, or Background check (done within last 60 days)	Town Clerk - issues badges
Thornton	None	Municipal Code provisions	Sales and Use Tax Business License - No Fee	Complete the standard license application	Issue the standard Sales/Use Tax License
Westminster	City Clerk's Office	Business Registration/Sales Tax License	Sales and Use Tax License - No Fee	Complete the standard license application	Issue the standard Sales/Use Tax License

Door-To-Door Solicitation Options

Option #1

Leave as-is -

Review current ordinance, add any desired definitions, permissions, or limitations in amended ordinance

- Standard Sales/Use Tax License required <u>if</u> making sales or taking orders for future sales (standard application information) no license needed if not making sales
- The optional no-fee Door-to-Door Permit is no longer issued to 501C(3) entities upon proof of IRS status

Questions:

- How many solicitors will/do we have each year?
- Do we need additional regulations?
- Canvassers (add definition?)
- Solicitors Commercial (add definition?)
- Door-hangers? (Billposting ordinance in Public Safety Code/expand or restate in Door-to-Door ordinance?)
- Hours for solicitation or curfew (add to ordinance?)
- Code of Conduct (add to ordinance?)
- Do we wish to charge fees different from the \$25 Sales/Use Tax License fee?
- Do we wish to issue paper door-to-door permits?

Assessment/Needs:

- Record of complaints
- Outreach to residents of right to post signs based on current ordinance
- Code amendments?

Concerns:

- No detailed solicitor information
- Sales tax license and remittance compliance
- Resident safety
- Other?

Door-To-Door Solicitation Options (Cont.)

Option #2

"No Knock", "No Solicitation", or "Do Not Solicit" List -

Resident sign-up with or without stickers

Questions:

- What will be used as the underlying database (Excel, Access, Business License software, Web-based form/app)?
- How many residents would utilize?
- Length of term for validity of No-Knock list, 1 year, 2 years?
- Format for providing No-Knock list to solicitors, PDF, Excel, other?
- Charge for stickers or provide them free?

Assessment/Needs:

- Laser Fiche Forms or similar web form
- GIS interface and/or subdivisions (map & listing)
- Cost of stickers/envelopes/postage (initial mailing will be higher than ongoing annual costs)
- Establish process, community outreach
- Guidelines for signing up (perjury statement or similar?)
- Staff time for start-up, mailing, and maintenance of ongoing program
- Record of complaints
- Code amendments

Concerns:

- No detailed solicitor information
- Sales tax license and remittance compliance
- Resident safety
- Other?

Door-To-Door Solicitation Options (Cont.)

Option #3

Door-To-Door Permitting -

For Company

Application & Licensing

For Individual Solicitors

Individual Application, Fingerprinting,

Criminal History Background Check, Identification Badge

Questions:

- How many solicitors will/do we have each year?
- Application data to be requested and application costs (company/individual?),
- Database/licensing software/web apps?
- How would City departments share information?
- Fees (refundable or non-refundable?)
- What specific felonies or misdemeanors will disqualify applicants?

Assessment/Needs:

- Schedule of fees
- Costs for criminal history checks
- Costs for fingerprinting
- Process and assignment of administration
 - Hours of administration/staffing/departments impacted
 - o Review of CBI or other background checks
 - Collection of fees
 - o Refunds, revocation, enforcement
 - Photo's and issuance of badges
- Code amendments

Concerns:

- Secure method to house and control confidential personal information
- How information can be electronically shared/accessed by various departments
- Public "false sense of security"?
- Costs to administer, staffing to administer, sales tax compliance?
- Other?

Current City Resources

Tax Department

Tax software can capture standard business data as is currently requested on Sales/Use Tax license applications.

Tax software can issue standard City of Louisville Sales/Use Tax Licenses (\$25 fee).

Tax Department can set-up separate license types and license fees in tax software, but business data fields cannot be altered in ADG tax software. Custom data fields may be added, but are not able to be exported or used in system reporting.

The Tax Department previously created a no-fee Door-to-Door Permit application and paper license that was issued upon request to 501(c) entities only.

City Clerk's Office

Issues Liquor Licenses, dog tags, and processes Special Event applications.

A Microsoft Access database is used for liquor licensing and dog tags. The Special Event process is paper only.

Liquor License packets require Individual History Record forms be completed for Manager's.

The Liquor License process includes fingerprinting (by Louisville P.D.), completion and submittal of Individual History Record form and fingerprint cards to Colorado Bureau of Investigation (CBI) for national background/criminal history check. A \$100 fee is charged to applicant and collected by the City Clerk's Office for the background check and fingerprinting.

City Clerk's Office has an online account set-up with CBI for billing of liquor license background checks. CBI charges the City \$38.50 per background check.

Current City Resources (cont.)

Police Department

Has ID Card Printer/Software (MagiCard Enduro Plus) – machine can print full color, two-sided plastic ID cards.

- P.D. has digital camera that allows them to download photo to ID Card Printer software.
- P.D. staff designs the graphics for the ID cards and builds the underlying database of the data needed to print on the ID card.
- P.D. performs fingerprinting services for the City Clerk's Office and the public. The fingerprint cards are provided by the City and the fingerprinting fee is included in the \$100 charged by City Clerk's Office for Liquor Licensing. For the public, there is a \$10 fingerprinting fee for residents and \$15 for non-residents, and the individual must provide P.D. properly coded fingerprint cards and photo ID. There are set hours and days for this service.
- P.D. can issue summonses to appear in Louisville Municipal Court for any violations of the Louisville Municipal Code.

Authorized Louisville P.D. staff has licensed access to the FBI's National Crime Information Center (NCIC) electronic database of crime data.

Planning Department

The Planning Department currently administers Mobile Retail Food Vending application and permit, and a no-fee, online Beehive Registration.

The Planning Department oversees the City's current GIS project and has the ability to provide various mapping functions. Planning Department has zoning, subdivision and other address data.

Full GIS implementation is not yet complete, but is currently underway.

Estimates of Tangible Costs

Option #2	
"No Knock" stickers (5,000/10,000)	\$1,000 – 2,000
Generic "No Solicitation" stickers (5,000)	\$ 150 – 500 <u>+</u>
Postage for stickers (5,000)	\$2,500
Envelopes	\$ 300

Option #3	
Tyler/Munis Business License Software (one-time + annual)	\$14,925
(includes \$6,000 license fee and \$8,925 implementation)	
MagiCard ID Card Machine (one-time)	\$2,000 <u>+</u>
Annual software license and printer consumables	\$ 250 <u>+</u>
Digital camera (one-time)	\$ 150 <u>+</u>
Lanyards/Badge Holders (per/100)	\$ 50 <u>+</u>
CBI (established fee for background check)	\$ 38.50
Fingerprinting (established P.D. fee)	\$ 10 – 15

Estimates of Staffing Needs by Option

Option #1

City Attorney time to incorporate any changes to the existing Ordinance.

Public outreach to inform of the lifting of the prohibition on commercial door-to-door operations, their rights to post "No Solicitation" signage, and how to report violations.

Determine department to be responsible for answering door-to-door questions by residents and solicitors.

Define failure to comply actions to be taken by Louisville P.D. (i.e. verbal warning, municipal summons, other?)

Option #2

City Attorney time to incorporate changes to the existing Ordinance.

Public outreach to inform of "No Knock" or "No Solicitation" registration portal

Planning:

Complete City-wide addressing (part of GIS project)

Create application to be used for resident sign-up portal (estimated 80 set-up hours and 4 hours per month ongoing)

Create PDF/Excel files of registered addresses by street name, street number and subdivision for web

Determine City web administrator to maintain site/portal

Determine whether or not stickers are to be provided to residents (free/at a cost/mailed/available at City Hall, other?)

Determine department to be responsible for answering door-to-door questions by residents and solicitors, and for administering stickers.

Define failure to comply actions to be taken by Louisville P.D. (i.e. verbal warning, municipal summons, other?)

Estimates of Staffing Needs by Option (cont.)

Option #3

City Attorney time to incorporate changes to the existing Ordinance.

Determine what licensing software, if any, is to be purchased and the department that will be responsible for implementation.

Determine department to be responsible for answering door-to-door questions by residents and solicitors.

Department responsible to develop forms/applications, take payments, and to maintain data.

Public outreach to inform of new commercial door-to-door operations, the requirement to have obtained a City license or ID badge, their rights to post "No Solicitation" signage, and how to report violations.

P.D. to conduct fingerprinting, review CBI criminal history report, take photo, issue ID badge

Define failure to comply actions to be taken by Louisville P.D. (i.e. verbal warning, municipal summons, other?)

Compliance -

What overall level of compliance and enforcement efforts are desired?

Compliance Issues by Option

Option #1

So long as door-to-door solicitors abide by posted signage, there are no violations. Non-compliance should be reported by residents to P.D. No centralized listing of door-to-door solicitor companies operating in the City.

Option #2

Ensure the sign-up process is being completed by the actual residents. Non-compliance should be reported by residents to P.D. No centralized listing of door-to-door solicitor companies operating in the City.

Option #3

Records will only be available for those door-to-door solicitors companies that wish to abide by local ordinances, submit proper applications, and remit the required fees.

Compliance Issues by Department

Tax Department

Seldom do door-to-door solicitors obtain a City sales tax license. For those that have obtained a license, seldom is sales tax remitted. Most are out-of-state entities. Collection activities are very limited and time consuming. Often unable to "prove" what, if any, amount of tax is owed.

Sales tax licenses may be revoked (by City Council), or renewal of license may be denied based on prior non-compliance, but neither action ensures door-to-door activities will not continue.

Police Department

Residents are reluctant to sign municipal summons complaint. Offending solicitors may be asked to leave the city's boundaries (verbal warning) for non-compliance, or may be cited into Municipal Court. Entities/individuals are primarily from out-of-state and often do not return to the State/City.

	Exhibits
Α.	Current City of Louisville ordinance, applications, licenses, fees
В.	Summary of Other Municipality's Door-to-Door ordinances, regulations, applications administration & fees
C.	"No Knock" lists (online portal/list examples)

Exhibit A		

ORDINANCE NO. 1759 SERIES 2018

AN ORDINANCE REPEALING AND REENACTING WITH AMENDMENTS CHAPTER 5.06 OF THE LOUISVILLE MUNICIPAL CODE REGARDING SOLICITORS AND VENDORS

WHEREAS, the City Council desires to replace the City's existing regulations concerning solicitors and vendors with new solicitor and vendor regulations; and

WHEREAS, for such purpose the City Council desires to repeal and reenact with amendments Chapter 5.06 of the Louisville Municipal Code.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. Chapter 5.06 of the Louisville Municipal Code is hereby repealed and reenacted with amendments to read as follows:

Chapter 5.06

SOLICITORS AND VENDORS

Sec. 5.06.010. Purpose of provisions.

Sec. 5.06.020. All solicitations prohibited by posting of "No Solicitation" or "No Trespassing sign.

Sec. 5.06.030. Attempt to obtain invitation.

Sec. 5.06.040. Sales on public property. Sec. 5.06.050. Violation; penalty.

Sec. 5.06.010. Purpose of provisions.

The purpose of this chapter is to protect the health, safety and welfare of the citizens and residents of the city through regulation and appropriate prohibitions of certain activities of solicitors and vendors.

Sec. 5.06.020. All solicitations prohibited by posting of "No Solicitation" or "No Trespassing" sign.

No person shall enter or remain upon any public or private premises or in any office building in the city, not having been requested or invited by the occupant thereof, for the purpose of soliciting the immediate or future purchase or sale of goods, services, or any other thing of value, or for the purpose of soliciting any gift or donation, when a "No Solicitation" sign or "No Trespassing" sign is posted at or near the entrance to such premise. This section shall apply to all solicitations, including without limitation, those that are by a religious, charitable,

school or civic organization, or other organization eligible for exemption under Section 501(c) of the Internal Revenue Code.

Sec. 5.06.030. Attempt to obtain invitation.

No person shall attempt to obtain, by telephone or otherwise, an invitation to visit any private residence or other private premises for the purpose of soliciting the purchase or sale of goods, services, or any other thing of value, by knowingly making a false or deceptive representation or statement.

Sec. 5.06.040. Sales on public property.

No person shall sell or offer for sale any goods, services, or any other thing of value from or upon any street, alley, sidewalk, park, or property owned or controlled by the public or by the city, except as may be authorized by the city council or its designee. The city council shall have the power to grant the privilege of conducting the activities described in this section pursuant to request, competitive bid, or otherwise as the council may from time to time determine. Such privilege shall be upon such terms and conditions as the city council deems appropriate to avoid an excess of vendors, derive revenue for the city, address public health and safety concerns, and to serve the public need. The city council delegates to the city manager or the manager's designee the power to act on behalf of the city council in granting the above privileges, subject to the same terms and restrictions set forth above.

Sec. 5.06.050. Violation; penalty.

Any person who violates any provision of this chapter shall be guilty of a municipal offense, punishable as provided in section 1.28.010 of this code. Each and every day during any portion of which any violation of any provision of this chapter is committed, continued, or permitted by any such person shall be deemed a separate offense.

Section 2. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 3. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 4. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 15th day of May, 2018.

ATTEST:

SEAL

Meredyth Muth, City Clerk

Colorado

PPROVED AS TO FORM:

Light Kelly, P.C.

PASSED AND ADOPTED ON SECOND AND FINAL READING, this 5th day of June, 2018.

ATTEST:

Meredyth Muth, City Cerk

Ordinance, No.1759, Series 2018 Page 3 of 3 Chapter 9.50 - BILLPOSTING

Sec. 9.50.010. - Restricted.

No show bills, dodgers, or advertising matter of any kind shall be posted, fastened or affixed to any building, post, pole, fence, tree, motor vehicle or other device, or scattered about the city. All such distributed matter shall be placed within buildings.

(Code 1962, § 29.26; Code 1977, § 9.50.010)

State Law reference— Littering, C.R.S. § 18-4-511.

SALES TAX & LICENSING DIVISION
749 MAIN STREET
LOUISVILLE, CO 80027
www.louisvilleço.gov



EMAIL PHONE

salestax@louisvilleco gov (303) 335-4524 or 4570 (303) 335-4527

20____ SALES/USE TAX LICENSE APPLICATION

License Fee \$25.00

	1 Trade (DBA) Name of Business				
Ш	Taxpayer Name				
Ш	Owner(s), Partner(s), or Corporation				
ш	Business Location Address				
В	-Street, City, State, Zip-				
н	Mailing Address				
Ш	-Street, City, State, Zip-	53			9
П	Local Business Phone	Local Business Fax		Business Email	
E	() ext.	()			
	Licensing Office Phone	Licensing Office Fax	•	Licensing Office	Email
B	Tax Office Phone	()			
В		Tax Office Fax		Tax Office Email	
1	() ext. Owner Name, Phone, & Address			<u> </u>	
		, ,			
	(Or attach officer listing)		ext.		
	Type of Ownership	Sole Proprietor	Corporation	Partnership	S. Corp
	3,7	LLC	☐ Non-Profit	Other (Please	<u> </u>
	Business Description			Other (Flease	e Specify)
	(Required)				
	Primary Business Type	Apparel/Accy's			
	Filliary Dusiliess Type		Bidg Materials (Retail o	9,50,0	Construction (Lump Sum)
		Comm/Util/Trans	Consulting/Software	Eating/Drinking	Finance/Leaving
В		Food Stores	Furniture/Appliance	Gen Merchandise	Manufacturing
в		Pers/Bus Services	Other Retail	Wholesale	Other (Please Specify)
	Federal Tax I.D				
	Colorado State Sales Tax #	<u> </u>			·
	Sales/Use Tax Filing Period	☐ Monthly	Quarterly	Semi-Annual	☐ Annual
		\$100 or more/mo	\$99 or less/mo	\$50 or less/yr	\$25 or less/yr
	Do you want us to mail you	Yes			lculating City tax returns are available on-
Ш	City tax returns?	□ No		line at www.louis	
B	Date Business Started/Will Start,				
я	or Date of First Sale in Louisville		1		
	is Your Business Physically	☐ Yes	If "Yes" you must	sign this page and	d complete Page 2.
	Located in the City of Louisville	No		- · -	tion and submit with fee.
		<u> </u>			
3	I declare under penalty of perjury that the	statements made in this	application are true	and complete to the	best of my knowledge.
	Applicant or				
M	Authorized Agent Signature				Date
	Applicant Name (PRINT)			_	New Application
	Applicant Title				Renewal

SALES TAX & LICENSING DIVISION 749 MAIN STREET LOUISVILLE, CO 80027 www.louisvilleco.gov



EMAIL FAX

penneyb@louisvilleco.gov PHONE (303) 335-4514

(303) 335-4529

20____ APPLICATION - PAGE 2

(This form is ONLY for businesses and home occupations with a physical location in Louisville)

					
4	Trade (DBA) Name of Business				
	Louisville Location Address		<u></u>		
ш	-Street, City, State, Zip-				
	CEO				
	Name, Address, Phone, Email	()	ext.		@
Ш	Manager/Administration			20	
	Name, Address, Phone, Email	()	ext.		@
	Company Web Site	Years in Current Loca	ation	Previous Address	
	Number of Employees in Louisville	Full-Time	Part-Time	Seasonal	Ind Consultants
5	Do you Own or Lease your Building?	Own	Lease (if leased, p	lease complete landlord info	rmation)
	Landlord Name, Phone# & Address				
	for this Louisville Location:	()	ext.		
	Type of Business/Sales			<u> </u>	T.
	(Detailed Description of Business				
	Operations)				
13	Total Square Footage of Location:			Will there be changes or	Yes
		ļ		modifications to this site?	☐ No
	Do you report hazardous materials	Yes	Location of MSD Shee	ts and/or	
	under EPCRA or 112R?	☐ No	on-site Hazmat Invent	ory List	
3	Normal Business Hours		Who should the City o	ontact	
		<u></u>	for a site visit?		
6	Home Occupation?	Yes	No		
1000	If Yes, total finished square footage			Total Suisbad annua	
	of this home in Louisville:			Total finished square footage of work area:	70
	By signing this application, you agree to the cond	fuct your home-based husin	·		
	Section 17-16-040 of the Louisville Municipal Cod				
-		ar in a ma applicante respo	tioning to review the oods.		
7	Date this business	#1		Did the sale include any	Yes
	was purchased:			assets, equip, or similar?	☐ No
	Former Name of Business		_		
	(At this location)				
	Emergency Contact & Phone#			()	
	Burglar Alarm (Name & Phone)			()	
	Fire Alarm (Name & Phone)			()	
		FOR	CITY USE ONLY		
8		_	Signature/Comme	nts	7
	Planning Yes	□ No			

City of Louisville

749 Main Street, Louisville, Colorado 80027 SALES/USE TAX LICENSE

Effective: 01/01/2018 **Expires:** 12/31/2018

License # 09997.1 Fee Paid: \$25.00

DBA Name / Location Address

LOUISVILLE TOY CHEST 749 MAIN ST

LOUISVILLE CO 80027-1829

Customer Name / Mailing Address

LOUISVILLE TOY CHEST

123 MAIN ST

LOUISVILLE CO 80027

Type Of Business: Other Retail Goods

Finance Director

Note: This LICENSE is not transferable, POST IN A CONSPICUOUS PLACE.

SALES TAX & LICENSING DIVISION 749 MAIN STREET LOUISVILLE, CO 80027 www.louisvilleco.gov



EMAIL PHONE FAX

New Permit

Update

salestax@louisvilleco.gov (303) 335-4524 or 4570 (303) 335-4523 or 4511

Trade (DBA) Name of Business Taxpayer Name Owner(s), Partner(s), or Corporation Corporate Business Address -Street, City, State, Zip-Local Mailing Address (if different) -Street, City, State, Zip-Local Business Phone Local Business Fax **Business Email** Corporate Address Phone Corporate Address Fax **Business Email** Local Officer Name and Phone # ext. (List Two Names) ext. Type of Sales To Be Done in City (Detailed Description of Operations) Type of Ownership Non-Profit 501(c) Copy of IRS Tax Exemption ☐ Yes Letter Attached? □No Federal Tax I.D (FEIN) Colorado State Sales Tax # The purpose of Chapter 5.06 is to protect the health, safety, and welfare of the citizens and residents of the city through regulation and appropriate prohibitions of certain activities of peddlers, solicitors, and vendors. 5.06.020 No person shall enter or remain upon any private premises or office building in the city, not having been requested or invited by the occupant thereof, for the purpose of contacting said occupant to solicit the immediate or future purchase or sale of goods, services, or any other thing of value, or for the purpose of soliciting any gift or donation, when a "No Solicitation" sign or "No Trespassing" sign is posted at or near the entrance to such premise. This section shall apply to all solicitations, including without limitation, those that are by a religious, charitable, school or civic organization, or other organization eligible for exemption under Section 501(c) of the Internal Revenue Code. 5.06.030 No person shall attempt to obtain, by telephone or otherwise, an invitation to visit any private residence or other private premises for the purpose of soliciting the purchase or sale of goods, services, or any other thing of value, by knowingly making a false or deceptive representation or statement. 5.06.040 No person shall sell of offer for sale any goods, services, or any other thing of value from or upon any street, alley, sidewalk, park, or property owned or controlled by the city, except as may be authorized by the city council or its designee. The city council shall have the power to grant the privilege of conducting the activities described in this section pursuant to request, competitive bid, or otherwise as the council may from time to time determine. Such privilege shall be upon such terms and conditions as the city council deems appropriate to avoid an excess of vendors, derive revenue for the city, address public health and safety concerns, and to serve the public need. The city council delegates to the city manager or the manager's designee the power to act on behalf of the city council in granting the above priveleges, subject to the same terms and restrictions set forth above. 5.06.050 Any person who violates any provision of this chapter shall be guilty of a municipal offense, punishable as provided in section 1.28.010 of this code. Each and every day during any portion of which any violation of any provision of this chapter is committed, continued, or permitted by any such person shall be deemed a separate offense. Date Sales Started/Will Start Approximate Number of in Louisville (Month/Day/Year) Representatives That Will Be in Louisville I declare under penalty of perjury that the statements made in this application are true and complete to the best of my knowledge.

A COPY OF THE ISSUED PERMIT SHOULD BE MAINTAINED BY A LOCAL OFFICE OR OFFICER AND AVAILABLE FOR INSPECTION BY ANY RESIDENT, BUSINESS, OR GOVERNMENT OFFICIAL UPON REQUEST

I acknowledge that I have read the above regulation for door-to-door solicitation.

Applicant or

Applicant Title

Authorized Agent Signature Applicant Name (PRINT) DR 8404-I (08/10/16)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
(303) 205-2300

Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant, Tavern and Lodging and Entertainment class of retail license

Notice: This individual history red must be answered in their entirety so by "N/A". Any deliberate miss separate sheet if necessary to en	or the license appli or medical o	ication may t naterial omi:	pe delayed or denied. I ssion may jeopardize	If a question	is not an	nlicable blea	se indicate
1. Name of Business			Home Phone Number		Cellular Ni	umber	
2. Your Full Name (last, first, middle)			3. List any other names	you have us	ed		
4. Mailing address (if different from res	idence)		Email Address			<u>.</u>	
5. List current residence address.	Include any previou	s addresses	within the last five year	ars. (Attach	separate	sheet if nece	ssarv)
Street and Num			City, State, Z			From	То
Current							
Previous							
6. List all employment within the la	st five years. Includ	de any self-e	mployment. (Attach se	parate shee	t if neces	sarv)	
Name of Employer or Busines			er, City, State, Zip)	Position	- 1	From	То
		<u></u>					
			-				
7. List the name(s) of relatives wo	king in or holding a	financial inte	rest in the Colorado a	 cohol bever	ago indus	-tm.	
Name of Relative	Relationship t		Position He			ame of Lice	nsee
							1000
					F		
						· · · · · · · · · · · · · · · · · · ·	
8. Have you ever applied for, held, furniture, fixtures, equipment or	or had an interest in	n a Colorado nsee? (If yes	Liquor or Beer Licens	e, or loaned	money,	☐ Yes	s □ No
8. Have you ever applied for, held, furniture, fixtures, equipment or	or had an interest in	n a Colorado nsee? (If yes	Liquor or Beer Licens s, answer in detail.)	e, or loaned	money,	☐ Yes	s No
8. Have you ever applied for, held, furniture, fixtures, equipment or	or had an interest in nventory to any fice	n a Colorado nsee? (If yes	Liquor or Beer Licens s, answer in detail.)	e, or loaned	money,	☐ Yes	s No
8. Have you ever applied for, held, furniture, fixtures, equipment or	or had an interest in	n a Colorado nsee? (If yes	Liquor or Beer Licens s, answer in detail.)	e, or loaned	money,	☐ Yes	i No
8. Have you ever applied for, held, furniture, fixtures, equipment or	or had an interest in inventory to any fice	n a Colorado nsee? (If yes	Liquor or Beer Licens s, answer in detail.)	e, or loaned	money,	Yes	s No
furniture, fixtures, equipment or 9. Have you ever received a violati	nventory to any lice	nsee? (If yes	tion for a liquor law vic	olation or ha	NA VOL		
furniture, fixtures, equipment or	nventory to any lice	nsee? (If yes	tion for a liquor law vic	olation or ha	NA VOL	☐ Yes	
furniture, fixtures, equipment or 9. Have you ever received a violati	nventory to any lice	nsee? (If yes	tion for a liquor law vic	olation or ha	NA VOL		
furniture, fixtures, equipment or 9. Have you ever received a violati	nventory to any lice	nsee? (If yes	tion for a liquor law vic	olation or ha	NA VOL		
9. Have you ever received a violati	nventory to any lice	nsee? (If yes	tion for a liquor law vic	olation or ha	NA VOL		

Have you ever been convicted of a cr bail for any offense in criminal or milit	ime or receive ary court or do	ed a suspended you have any	sentence, deferr charges pending	ed sentenc ? (If yes, ex	e, or forfeited plain in detail.)	Yes	□No
11. Are you currently under probation (sur deferred sentence? (If yes, explain in	pervised or un detail.)	supervised), pa	role, or completing	ng the requi	rements of a	Yes	□No
					· · · · · ·		-
12. Have you ever had any professional li					detail.)	Yes	□No
Unless otherwise provided by law, the per	Personal rsonal informa	and Financ	ial Informat	ion	as confidential. T	he perce	nal
information required in question #13 is so 13a. Date of Birth b. Social Security Numbe	lely for identifi-	cation purposes	S	De treated	as confidential. I	ite herzo	ilai
					d. U.S. Citizen	Yes	□No
e. If Naturalized, state where	f. When	1	g, Name of I	District Court			
h. Naturalization Certificate Number i. Date of	Certification j.	If an Alien, Give Al	lien's Registration Ca	ard Number	k. Permanent Resid	dence Carr	J Number
I. Height m. Weight n. Hair Color o. Eye Co	olor p. Gender	1 '			License/ID? If so, gi		
14. Financial Information.							
a. Total purchase price or investment	being made b	y the applying of	entity, corporation	n, partnersh	ip, limited liability	company	, other.
 b. List the total amount of the person notes, loans, cash, services or equ 	ial investment iipment, opera	, made by the puting capital, sto	person listed on o	question #2 fees paid. \$, in this business	including	any
* If corporate investment only pl ** Section b should reflect the tot	ease skip to a	and complete s	section (d)				
c. Provide details of the personal investme (Attach a separate sheet if needed)	nt described in	n 14b. You mus	t account for all o	of the source	es of this investm	ent.	
Type: Cash, Services or Equipment	Acc	ount Type		Bank Nan	ne	Amo	unt
d. Provide details of the corporate investme separate sheet if needed)	ent described	in 14 (a). You m	nust account for a	il of the sou	urces of this inves	stment. (A	kttach a
Type: Cash, Services or Equipment	Loans	Account Ty	pe	Bank Nam	ne	Amou	unt
					!		
e. Loan Information (Attach copies of all no	ites or loans)						
Name of Lender	Α	ddress	Term		Security	Amou	ınt
	0	ath of Appl	icant				
I declare under penalty of perjury that this a Authorized Signature	pplication and Print Signatur	all attachment	s are true, correc	t, and comp	plete to the best of	of my kno	
·	1	_		1.110		Dale	,

BEER/LIQUOR LICENSE APPLICATION DOCUMENTS CHECKLIST

APPLICATION:

- ✓ Original
- ✓ Complete all appropriate sections
- ✓ Authorized signature
- ✓ Attach appropriate fees

PROPERTY POSSESSION:

- ✓ Deed or Lease (lease must cover entire license period, one year minimum)
- ✓ Or Lease Assignment (acceptance by applicant, consent by landlord)
- ✓ All documents must be signed
- ✓ Floor diagram of premises, 8 ½ X 11, with area to be licensed outlined in red, identify kitchen if Hotel/Restaurant applicant, provide separate diagrams for multiple levels

BACKGROUND INFORMATION:

- ✓ Individual History Record(s) (DR8404-1)
- ✓ Fingerprints taken and submitted to local licensing authority
- Check/Money Order payable to the City of Louisville in the amount of \$100 per Individual History Record (for fingerprinting and background check)

MANAGEMENT OTHER THAN APPLICANT (Hotel/Restaurant and Tavern applicants only):

- ✓ Manager's Registration Form
- ✓ Manager's Registration Fee
- ✓ Individual History Record (DR8404-1)
- ✓ Written Management Agreement, if applicable

In addition to the above, submit the items listed under your applicant type:

CORPORATE APPLICANT (if a corporation):

- ✓ Certificate of Incorporation, and/or
- ✓ Certificate of Good Corporate Standing, if incorporated longer than two (2) years
- ✓ Certificate of Authorization (if foreign corporation)
- ✓ List of Officers, stockholders, and directors of parent corporation (if applicable), designate one (1) person as "principal officer"

PARTNERSHIP APPLICANT (if a partnership):

✓ Partnership agreement (general or limited partner, except for husband/wife)

LIMITED LIABILITY COMPANY APPLICANT (if a limited liability company):

- ✓ Articles of Organization, date stamped by the Colorado Secretary of State's Office
- ✓ Copy of Operating Agreement
- ✓ Certificate of Authority (if foreign company)

APPLICANT INDIVIDUAL HISTORY AND FINGERPRINTING PROCEDURES

Please bring to the City Clerk's Office prior to fingerprinting:

✓ Completed Fingerprinting Routing Sheet

- ✓ Certified funds or a money order in the amount of \$100.00 per individual being printed, made out to the City of Louisville
- ✓ The City of Louisville will send proper funds to the Colorado Bureau of Investigations (CBI)
- ✓ Completed Liquor application, all attachments and fees

Fingerprinting can be done at the Louisville Police Department located at 992 Via Appia on Tuesdays between 8 a.m. and 3 p.m. Please call for an appointment at (303) 666 – 8633.

Please bring with you to the Louisville Police Department:

- ✓ Completed Fingerprinting Routing Sheet
- ✓ Valid Photo ID such as driver's license, ID card, passport, etc.

If you have any questions concerning this procedure, please contact the City Clerk's Office at (303) 335-4574 or (303) 335-4536.

LIQUOR LICENSE FEE LIST

55140(City			State	
License	Application	License	Total Local	Application	License	Total State
Type	Fee	Fee	Fees	Fee (State)	Fee (State)	Fees
Beer & Wine	STREET, STREET	SASTERNA SERVICE			THE PARTY OF THE P	RUSSIE - MARKE
New	625.00	48.75	673.75	1,550.00	351.25	1,901.25
Transfer	500.00	48.75	548.75	1,550.00	351.25	1,901.25
Renewal	50.00	48.75	98.75	0.00	351.25	351.25
H&R					The state of the state of	
New	625.00	75.00	700.00	1,550.00	500.00	2,050.00
Transfer	500.00	75.00	575.00	1,550.00	500.00	2,050.00
Renewal	50.00	75.00	125.00	0.00	500.00	500,00
Tavern				A A STATE OF THE S		To be the second
New	625.00	75.00	700.00	1,550.00	500.00	2,050.00
Transfer	500.00	75.00	575.00	1,550.00	500.00	2,050.00
Renewal	50.00	75.00	125.00	0.00	500.00	500.00
Liquor		The same		53(5) Oxell 6-100	THE STREET, ST	
Store						
New	625.00	22.50	647.50	1,550.00	227.50	1,777.50
Transfer	500.00	22.50	522.50	1,550.00	227.50	1,777.50
Renewal	50.00	22.50	72.50	0.00	227.50	227.50
Arts	1000 1000 1000 1000 1000 1000 1000 100	William Street				
New	625.00	41.25	666.25	1,550.00	308.75	1,858.75
Transfer	500.00	41.25	541.25	1,550.00	308.75	1,858.75
Renewal	50.00	41.25	91.25	0.00	308.75	308.75
Drugstore		mess lowers			000.70	300.73
New	625.00	22.50	647.50	1,550.00	227.50	1,777.50
Transfer	500.00	22.50	522.50	1,550.00	227.50	1,777.50
Renewal	50.00	22.50	72.50	0.00	227.50	227.50
Racetrack					TEL TOO	227.50
New	625.00	75.00	700.00	1,550.00	500.00	2,050.00
Transfer	500.00	75.00	575.00	1,550.00	500.00	2,050.00
Renewal	50.00	75.00	125.00	0.00	500.00	500.00
Club	Edition of the		(IIII)	STATE OF THE PARTY	100,000	300,000
New	625.00	41.25	666.25	1,550.00	308.75	1,858.75
Transfer	500.00	41.25	541.25	1,550.00	308.75	1,858.75
Renewal	50.00	41.25	91.25	0.00	308.75	308.75
3.2% Beer	HARLESCENERS STATE AN		Marie Company of Colors of		000.70	300.13
Off Premise						
New	625.00	3.75	628.75	1,550.00	96.25	1,646.25
Transfer	500.00	3.75	503.75	1,550.00	96.25	1,646.25
Renewal	50.00	3.75	53.75	0.00	96.25	96,25
3.2% Beer	SECULIAR SECURIS SEC				30,23	50.25
On/Off						AND RESIDENCE OF STREET
New	625.00	3.75	628.75	1,550.00	96.25	1,646.25
Transfer	500.00	3.75	503.75	1,550.00	96.25	1,646.25
Renewal	50.00	3.75	53.75	0.00	96.25	96.25
Brew Pub		3.73	33.73	0.00	90.25	90.23
New	625.00	75.00	700.00	1,550.00	750.00	2 200 00
Transfer	500.00	75.00	575.00	1,550.00	750.00	2,300.00
Renewal	50.00	75.00	125.00	0.00	750.00	2,300.00
Art Gallery	50.00	7 3.00	123.00	0.00	150,00	750.00
Permit	25.00	25.00	50.00		74 00	54.65
- SITTEL	20.00	25,00	50.00	0	71.25	71.25

		City		Name of the last	State	
License Type Opt. Premise	Application Fee	License Fee	Total Local Fees	Application Fee (State)	License Fee (State)	Total State Fees
New	625.00	75.00	700.00	4.550.00	SECULIAR SECU	
Transfer	500,00	75.00 75.00	700.00 575.00	1,550.00	500.00	2,050.00
Renewal	50.00	75.00 75.00	125,00	1,550.00	500.00	2,050.00
Mini Bar	50.00	75,00	125,00	0.00	500.00	500.00
w/H & R	THE REAL PROPERTY.					
New	0.00	325.00	325.00	0.00	500.00	500.00
Transfer	0.00	325.00	325.00	0.00	500.00	500.00
Renewal	0.00	325.00	325.00	0.00	500.00	500.00
Bed &		020.00	323.00	0.00	500.00	500.00
Breakfast						
New	0.00	25.00	25.00	0.00	50.00	50.00
Transfer	0.00	25.00	25.00	0.00	50.00	50.00
Renewal	0.00	25.00	25.00	0.00	50.00	50.00
Change of		TOTAL STREET		THE RESIDENCE OF THE PARTY OF T		Colored Military
Location	500.00	0.00	500.00	300.00	0.00	300.00
Change of			BENEVEL SE		Charles Sections	DUANCE DE CARROL
Trade Name	0.00	0.00	0.00	100.00	0.00	100.00
Manager's		28 III 0 10 10 10 20 20 20 20 20 20 20 20 20 20 20 20 20				
Registeration	75.00	0.00	75.00	75.00	0.00	75.00
Expansion	ACED STATE OF STATE					
Add OP (each)	0.00	0.00	0.00	200.00	0.00	200.00
Resort			《京山经》(京)			
Complex					ľ	
facility Permit						
(each)	100.00	0.00	100.00	500.00	0.00	500.00
Corp./LLC					STATE OF THE PARTY	
Changes						
(charged locally						
or by State)	100.00	0.00	100.00	200.00	0.00	200.00
Temporary	SAN THE REAL PROPERTY.			ESTE SERVICE DE LA COMPANSION DE LA COMP	MIT TO BE WATER	
Permit	100.00	0.00	100.00	0.00	0.00	0.00
Late						
Renewal	500.00	0.00	500.00	500.00	0.00	500.00
Modification			E THE CHILD PARTY			
	0.00	0.00	0.00	300.00	0.00	300.00
Packet Fee	ALL SHAPE WAS DOLLARS	DESCRIPTION OF THE PARTY OF	以及是提出。Te 经基础			
The state of the s	25.00	0.00	25.00	0.00	0.00	0.00
Duplicate		SANDA MERINGER				3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
License	0.00	0.00	0.00	50.00	0.00	50.00
Master File		Articina America			A STATE OF THE PARTY OF	
(Per Person)	0.00	0.00	0.00	25.00	0.00	25.00
Special Event	05.00	CONTRACTOR OF THE PARTY OF THE		SECTION AND DESCRIPTION OF THE PERSON OF THE	COMMA CONTRA	
Liquor	25.00	25.00	50.00	0.00	25.00	25.00
Special Event	05.00	40.00		ORDER (UPLEX SERVICE)	Control of the Contro	
3.2%	25.00	10.00	35.00	0.00	10.00	10.00
Concurrent				SHAPE SHOE		
Review (New	0.00	0.00				
Applicants)	0.00	0.00	0.00	200.00	0.00	200.00
Background	200	Per person	455.51			
Investigation	0.00	100.00	100.00	0.00	0.00	0.00
&fingerprinting	3 = 72 = 3	250000000000000000000000000000000000000				

k.



Police

Police Department, 992 West Via Appia

The men and women of the Louisville Police Department serve this Denver metro suburban community of 19,000. Dispatching for the Department is handled through the Boulder Regional Communications Center which provides emergency dispatch services for most of the agencies in Boulder County.

Our community has a healthy balance of residential, retail, business and light manufacturing. There are five medium sized hotels with approximately 500 rooms. The Louisville City Council's number one goal is to maintain Louisville as a safe city. Louisville has one of the lowest crime rates in Colorado for Cities with more than 10,000 residents. Read more about us in the Louisville Police Department 2017-2021 Master Plan.

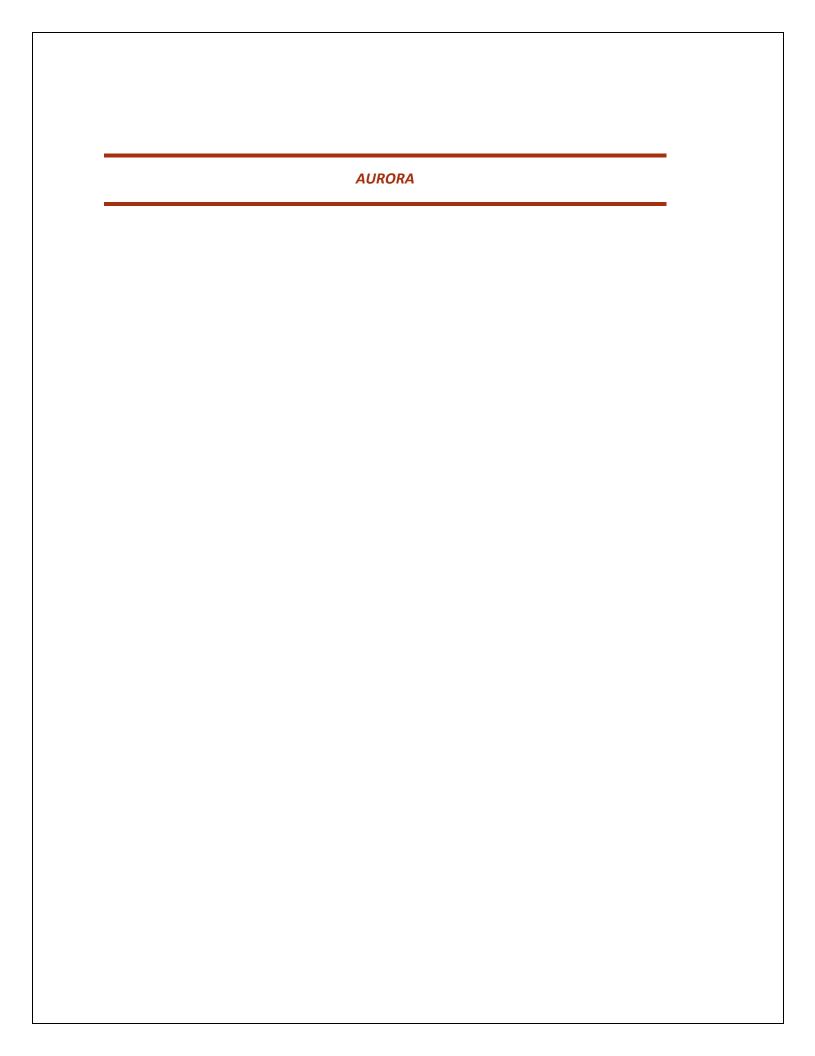


Services

Fingerprinting

- Finger prints are done by appointment only on Tuesdays and Thursdays between the hours of 11-1 pm. To make an appointment please call the Records Division at 303.335.4667, 303.335.4631, or 303.335.4694. Once an appointment has been set you will receive a confirmation email with the date and time and the below mentioned instructions.
- The cost for finger printing is \$10 for residents and \$15 for non-residents. We only accept exact cash or check made out to the City of Louisville. We DO NOT ACCEPT CREDIT CARDS. Correct payment will be received prior to the fingerprints being done.
- You need to bring:
 - a photo ID
 - a fingerprint card with the appropriate CRS code (If you are Volunteering or seeking employment for the Boulder Valley School District there is no need to obtain a card)
- Free Bike Registration, available Monday Friday, 8 AM 5 PM.
- Request for Vacation House Check
- Request for Records Search

Exhibit B			





LP 2-7

Door-to-Door Seller's License

City of Aurora
Tax & Licensing Section, Suite #1100
15151 E. Alameda Parkway
Aurora, CO 80012
303-739-7057
www.auroragov.org

"Door-to-Door seller" is any person who engages in the business of door-to-door selling within the city.

Door-to-Door selling means the itinerant (traveling from place to place) sale or bartering of any goods, commodities, or services to the consuming public, whether or not such goods, commodities, or services are actually delivered at the time of sale. The term door-to-door selling shall not include the itinerant sale or bartering of goods, commodities, or services to commercial, industrial or business customers.

Door-to-door sellers are not permitted to operate in the city without a valid door-to-door seller's license.

Individuals are not permitted to engage in door-to-door selling in the city without a valid door-to-door seller's identification card.

The following are exempt from obtaining a door-to-door seller's license:

- Charitable organizations with a 501 (c) (3) designation
- Persons selling subscriptions for home delivery of newspapers
- The United States and the State of Colorado, their departments, agencies and political subdivisions.
- Note: Per the City Attorney's Office, the surety bond in Sec. 86-229 is no longer required.

Procedure:

- 1. The application packet should include:
 - City of Aurora business license application (business license and application fees waived)
 - Door-to-Door Seller's Identification Card application, Attachment #1
 - Photo of each door-to-door seller
 - Photo identification of each door-to-door seller
- 2. The current fees are listed in the administrative fees table. The business license application fee and license fee are waived with this supplemental license. If making retail sales, the business is required to remit a sales tax deposit with the licensing administrator as security for the collection and remittance of city sales tax in the amount noted in the current administrative

- fees table. The sales tax deposit will be applied toward the sales tax remitted on their sales tax return(s). If there were no sales, the company must apply for a refund of the deposit.
- 3. Set up OPT for the account if the door-to-door sellers make more than \$250 per month reported on a W-2. If they are contractors, do not set up OPT.
- 4. Process the business license application (BULN) as usual and add the supplemental license (DOOR) Door-to-Door Seller's License and (DRCT) for the Door-to-Door Seller's Identification Card. The business license fees will be automatically exempt in TL.
- 5. Print the invoice to process the payment and send it to the cashier's office. Process the payment and activate and issue the licenses. The door-to-door license is valid for one year and is renewable and the door-to-door identification card is valid for 90 days and is not subject to renewal. The door-to-door seller must re-apply for the identification card each 90 days and submit the application, photo identification, photo and current fee. Ensure the identification card is valid.
- 6. Print all licenses and make the Identification card as shown on Attachment #2.

Door to Door Seller's License and Identification Card

Any person who engages in or conducts business going house to house in a residential area of the city of Aurora selling or making immediate or later delivery of goods, merchandise, services or anything of value must obtain a license prior to conducting this activity. This door to door seller must have a current, City issued Identification card in their possession at all times while conducting his or her business. Aurora Municipal Code Section 86-226 through 86-233 can be referenced online at www.municode.com.

The Identification Card Fee and a New Application for the door-to-door seller's identification card will be due for <u>each 90 day period</u>. The applicant must also present proof of his or her identity with this application along with a photo for the ID card.

Door to Door Sellers Fees 2018

License: \$ 15.00
Application: \$ 15.00
Sales Tax Deposit: \$ 136.00
I/D Card each 90 days: \$ 34.00

Door to Door Seller's License

Application for Door to Door Seller's Identification Card

Guidelines for Door-to-Door Direct Sell Agents in the City of Aurora

FREQUENTLY ASKED QUESTIONS:

Expand/Collapse All

Do all solicitors need to have a door-to-door license and an ID badge?

If you believe they are not licensed, you may ask to see if their city issued ID badge.

Is a door-to-door license required in a commercial or retail area?

How do you report a "less than positive experience" with a door-to-door direct sell agent?

Worth Discovering . auroragov org

VURORT VURORT

Tax & Licensing Division 15151 E. Alameda Parkway, Ste. 1100 Aurora, Colorado 80012 303.739.7057

DOOR-TO-DOOR SELLER'S IDENTIFICATION CARD APPLICATION

Application is hereby made for a Door-to Door Seller's Identification Card in accordance with the provisions of Chapter 86, Article IV, Division 4, of the Municipal Code of Aurora, Colorado. It is agreed that the provisions of said portion of the Municipal Code will be strictly complied with as well as other standards of good business and moral aspects.

Name of Individual to be Lie	censed			_
Social Security Number			Date of Birth	
Present Address		_		
City	State	ZIP Pho	ne	
Company Represented		Pho	ne	
Home Address of Company_		City	State ZIP	_
Local Manager		Phone		
Local Office Address		City	State ZIP	_
City Last Licensed In				
Type of Selling and Products Please be VERY specific).				
The Identification Card F card will be due for each identity with this applica	ee and a New Appl 90 day period. The	ication for the door-to a applicant must also p		on
DOOR-TO-DOOR SELLER LICENSE	\$ 15.00			
APPLICATION SALES TAX DEPOSIT I/D CARD each 90 DAYS	•	Applicant Signature	Date	

No person shall be permitted to engage in door-to-door selling within the city without first obtaining a valid door-to-door seller's identification card from the Finance Department/Tax & Licensing Division.

Tax & Licensing Division 15151 E. Alameda Parkway, Ste. 1100 Aurora, Colorado 80012 303.739.7057



Worth Discovering . auroragov.org

GUIDELINES FOR DOOR-TO-DOOR DIRECT SELL AGENTS IN THE CITY OF AURORA

- 1. Please be courteous at all times to our citizens.
- 2. If there is a "No Soliciting" sign on a neighborhood entrance, please respect their covenants and do not solicit in that neighborhood.
- 3. If there is a "No Soliciting" sign on a homeowner's property, please respect their wishes and do not disturb them.
- 4. You must wear your identification card at all times while you are conducting business as a door-to-door direct sell agent.
- 5. You have been issued an identification card for the purpose of contacting citizens by the door-to-door method to sell or market products or services for a period of 90 days. Even though this identification card was issued by the city of Aurora Finance Department, you must not, at any time, represent yourself as an employee of the city of Aurora, or represent that the city has endorsed the sale of your product or service.

City of Aurora Tax & Licensing Office July 2, 2015



City of Aurora
Tax and Licensing
15151 E. Alameda Parkway, Suite 1100
Aurora, CO 80012
(303) 739-7057
www.auroragov.org

REGISTRATION/LICENSE FEE: \$51.00
PAYABLE TO CITY OF AURORA
APPLY ONLINE AND SAVE \$10.00

Special licenses may require additional applications and license fees.

This fee does not apply when submitted with a liquor license application or some supplemental license applications.

APPLICATION FOR BUSINESS LICENSE INCLUDING SALES AND USE TAX AND OCCUPATIONAL PRIVILEGE TAX REGISTRATION

THIS APPLICATION MUST BE COMPLETED IN FULL WITH ANY REQUIRED DOCUMENTATION AND FEE.

Anyone conducting business activities in Aurora, regardless of the physical location of the business, is required to obtain an Aurora business license. Aurora licenses are location specific. A separate license is required for each location within the city of Aurora. Business Licenses are not transferable. Any change in ownership requires the completion of a new application. If you cease business activities in Aurora or change your business location, mailing address and/or telephone number(s), you must notify Tax and Licensing within 30 days of the change.

1	PLEASE SELECT ONE OF THE FOLLOWING TYPES OF	OWNERSHIP AND COMPLETE THE APPROPRIATION	TE SECTION BELOW.
	SOLE PROPRIETOR (INDIVIDUAL)		
URE	OR		
מכו	OTHER LEGAL ENTITY REGISTERED WITH THE SEC	RETARY OF STATE (SELECT ONE BELOW)	
STR	Į	Y COMPANY (LLC) PARTNERSHIP (INC	INDING GENERAL IN THE THE TRA
LEGAL STRUCTURE	501(c)3 ORGANIZATION (ATTACH IR		cosmo deneral, er, err, err, err,
3		•	
	LEGAL NAME OF ENTITY:		
	STATE ENTITY ID# (WWW.SOS.STATE.CO.US)		
	TRADE NAME OF BUSINESS (DOING BUSINESS AS):		
	TRADE NAME OF BUSINESS (DUING BUSINESS AS):		
A SECTION	BUSINESS LOCATION ADDRESS (CANNOT ACCEPT PO BO	X-TYPE ADDRESSES FOR BUSINESS LOCATION	DN):
199			
	STREET	UNIT # CITY	STATE ZIP COOR
13.34	IF LOCATED IN AURORA, IS BUSINESS IN: COMME	RCIAL OR RETAIL BUILDING PRIVATE F	RESIDENCE
3.4	MAILING ADDRESS FOR BUSINESS LICENSE, IF DIFFERENT	THAN LOCATION:	-
NOI	MAILING ADDRESS FOR SALES & USE TAX RETURN, IF DIF	FERENT THAN LOCATION:	
MAT	MAILING ADDRESS FOR OCCUPATIONAL PRIVILEGE TAX RE	TUDN IS DISSERBENT THAN LOCATION	
BUSINESS INFORMATION	THE TOTAL PROPERTY OF THE PROP	TORY IT DITERENT THAT EXCATION.	
SSI	BUSINESS E-MAIL ADDRESS:		
SINE	BUSINESS LOCATION PHONE #:	ALTERNATE PHONE #: (PLEASE CIRCLE ONE:	HOME CELL CONTRACTOR CONTRACTOR
BUS	BOSINESS ESCATION PHONE W.	ALTERNATE PHONE #. (PLEASE CIRCLE ONE:	HOME, CELL, CORPORATE OFFICE):
	FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):	SOCIAL SECURITY NUMBER (IF NO FEIN):	STATE SALES TAX #:
1	DATE BUSINESS OPERATIONS STARTED OR WILL START I	V ALIBORA (MM/DD/VV):	
. Yei	This is the date you began business activities in Aurora not	necessarily the date your business started.	
	NATURE OF BUSINESS/DESCRIPTION OF BUSINESS ACTIVI (NAICS) CODE IF KNOWN.	ITIES. PLEASE BE VERY SPECIFIC. INCLUDE NO	RTH AMERICAN INDUSTRY CLASSIFICATION
300			
Description of the last			

100000	PLEASE ENTER OWNER/OFFICER INFORMATION. IF NEEDED, PLEASE LIST A	ADDITIONAL OWNER/OFFICER INFORMATION ON SEPARATE SHEET.
	NAME	BUSINESS PHONE #1
Visit	TITLE	BUSINESS PHONE #2
-	ADDRESS	
Į OT		BUSINESS FAX
RMA	CITY	HOME PHONE
NFO	STATE	EMAIL
ER I	ZIP	
OWNER/OFFICER INFORMATION	NAME	BUSINESS PHONE #1
Ō/	TITLE	BUSINESS PHONE #2
SNE	ADDRESS	BOSINESS FITORE #2
ò		BUSINESS FAX
	CITY	HOME PHONE
L	STATE	
	ZIP	EMAIL
	ZIF	
ERI	AURORA BUSINESSES:	
N		INDOOR RECREATIONAL USE THAT ABUTS A RESIDENTIAL ZONE) ARE
ATT	PROHIBITED FROM OPERATING BETWEEN 12:00 A.M. (MIDNIGHT) AND 6:	00 A.M. WITHOUT A CONDITIONAL USE APPROVAL. THIS APPROVAL MUST
PER	BE SCHEDULED THROUGH THE PLANNING DEPARTMENT AT (303)-739-7	250. PLEASE NOTE THAT A STATE OF COLORADO LIQUOR LICENSE A.M. IN AURORA WHILE ABUTTING A RESIDENTIAL ZONE, AND A
O.	CONDITIONAL USE HEARING IS REQUIRED IN SUCH A CASE.	A.M. IN AURORA WHILE ABUTTING A RESIDENTIAL ZONE, AND A
	WILL YOUR BUSINESS BE OPERATING BETWEEN THE HOURS OF 12:0	O A.M. (MIDNIGHT) AND 6:00 A.M.?
S		
OURS C		
Hours of Operation	IF YES, PLEASE EXPLAIN DAYS OF WEEK AND TIMES:	
Hours		
Hours	IF YES, PLEASE EXPLAIN DAYS OF WEEK AND TIMES:	TON OPERATED FROM A RECIDENCE:
	IF YES, PLEASE EXPLAIN DAYS OF WEEK AND TIMES: ANSWER THE FOLLOWING ONLY IF THE BUSINESS IS A HOME OCCUPATE	_
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	IF YOU CURRENTLY HOLD OTHER AURORA BUSINESS/ TA	AX LICENSES, COMPLETE THE FOLLOWING:	
OTHER	NAME OF BUSINESS	AURORA BUSINESS LICENSE #	IS THIS LICENSE TO BE CLOSED UPON ISSUANCE OF THE NEW LICENSE? YES NO
O ET	ARE THE BUSINESSES OWNED BY EXACTLY THE SAME LEGAL ENTITY? YES NO	IF YES, DO YOU WANT A CONSOLIDATED TAX RETURN? YES NO	IF YES, UNDER WHAT NUMBER DO YOU WANT TO FILE ALL ACCOUNTS?
	OCCUPATIONAL PRIVILEGE TAX (OPT)		
	DOES/WILL THE BUSINESS HAVE EMPLOYEES <u>WORKING</u> I AN "EMPLOYEE" IS ANY PERSON WHO IS SUBJECT TO FEDI HOW OFTEN WOULD YOU LIKE TO FILE OPT RETURNS?:	ERAL INCOME TAX (RECEIVES A W-2).	IF YES, HOW MANY?
	SALES AND USE TAX		
FILING INFORMATION	A SALES AND USE TAX LICENSE ASSIGNS YOU THE RIGHT THE CITY OF AURORA ARE MONIES HELD IN TRUST BY YOU AURORA BY THE DATE DUE. ALL BUSINESSES ARE NO RETAIL SALES AS ALMOST ALL BU ESTIMATED TAX DUE STATEMENT IF YOU DO DOES THE BUSINESS HAVE RETAIL SALES AND/OR RENTALDOES THE BUSINESS CHARGE ADMISSIONS OR PROVIDER IF YES, PLEASE ESTIMATE THE GROSS ANNUAL TAXABLE SALES AND ESTIMATE ONLY. THE ACTUAL AMOUNT WILL BE REPORTED HOW OFTEN WOULD YOU LIKE TO FILE SALES AND USE TAMONTHLY (REQUIRED IF TAXABLE SALES AND USE TAMONTHLY (REQUIRED ONLY WHEN TAXABLE SALES AND USE TAMONTHLY (ALLOWED O	DU. YOU HAVE AN OBLIGATION TO ACCOUNT RE REQUIRED TO FILE A SALES AND INSTRUMENT. SON LEASES OF TANGIBLE PERSONAL PROPERTY OF TANGET PERSONAL PERS	AND USE TAX RETURN EVEN IF THERE OF USE TAX. YOU WILL RECEIVE AN PERTY IN AURORA? YES NO NO KNOWN): \$ THIS IS
	Do You Need More Information?		
	WE ARE PROVIDING ALL AURORA BUSINESSES WITH A QUESTIONS YOU MAY HAVE, SUCH AS "WHAT ITEMS ARE REVENUE AGENT IN TAX AND LICENSING BY CALLING (30) THE AURORA MUNICIPAL CENTER AT 15151 E. ALA WWW.AURORAGOV.ORG TO OBTAIN GENERAL INFORMATION	ETAXABLE?" OR "HOW DO I FILE TAX RET D3) 739-7800, OPTION 2. IF YOU WO MEDA PARKWAY, SUITE 1100. IF YO	'URNS?" YOU MAY SCHEDULE A MEETING WITH A ULD LIKE TO STOP BY, OUR OFFICE IS LOCATED AT
187	PLEASE LET US KNOW HOW WE CAN ASSIST YOU: I DO NOT NEED TO ARRANGE A MEETING. MY KNOWLE	EDGE OF CITY SALES LISE OCCUPATIONAL	DRIVILECE, AND LODGER'S TAY IS SUFFICIENT.
	I WOULD LIKE TO SCHEDULE A MEETING WITH A REVE		PRIVILEGE, AND LODGER S TAX IS SUFFICIENT.
	CONTACT NAME:		NUMBER:
EMERGENCY	AURORA LOCATIONS ONLY: PERSON(5) TO NOTIFY IN CASE OF A BUILDING EMERGE	ENCY ONLY. AN INDIVIDUAL MUST ANSWE	ER THE PHONE CALL FOR EMERGENCIES.
TONI	PERSON(S) SHOULD HAVE KEYS TO THE BUILDING/BUSING	•	
T O	NAME		
	NAME	PHONE #_	
page 4	PLICANTS: To comply with Colorado House I and the attachment (if appropriate) are M ted, the application will be returned. License	ANDATORY and must be submi-	tted with this application. If it is not
	IT SHALL BE UNLAWFUL FOR ANY APPLICANT TO KNO INFORMATION ON ANY LICENSE APPLICATION.	WINGLY PROVIDE ANY MATERIALLY IN	ACCURATE, FALSE, OR MISLEADING
SIGNATURE	I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT CORRECT, AND COMPLETE. I HEREBY CERTIFY THAT I DOCUMENTATION. I HEREBY CERTIFY THAT I HAVE R https://www.auroragov.org/common/pages/DisplayFile.asp.	I HAVE COMPLETED AND SUBMITTED TH ECCEIVED A QUICK REFERENCE GUIDE A	E MANDATORY AFFIDAVIT AND REQUIRED
-			

PRINTED NAME

APPLICANT'S SIGNATURE

DATE

ALL APPLICANTS: This affidavit is **MANDATORY** and must be submitted along with a copy of one of the accepted forms of identification (if applicable) to prove lawful presence in the United States.

On August 1, 2006, Colorado House Bill 06S-1023 became effective which requires the City of Aurora to verify all natural persons (i.e., sole proprietors, not corporations LLCs, or partnerships) 18 years or older applying for a public benefit are lawfully present in the United States prior to receiving a public benefit. A public benefit includes the application for or a renewal of a grant, loan, contract, and professional or commercial licenses provided by an agency of a state or local government.

ΙF	CORPORATION, LIMITED LIABILITY COMPANY (LLC), PARTNERSHIP OR OTHER LEGAL ENTITY AFFIDAVIT
E P	
E	CORPORATIONS, LLCS, PARTNERSHIPS OR OTHER LEGAL ENTITIES MUST MARK THE BOX BELOW, SIGN AND DATE THE AFFIDAVIT.
LLC, PARTNERSHIP OR O	
ERS	THIS BUSINESS IS A CORPORATION, LLC, PARTNERSHIP OR OTHER LEGAL ENTITY.
I E	
AR I	
υ ·	
CORP, LLC, PARTNERSHIP OR	
ARC	SIGNATURE BUSINESS NAME DATE
ŭ	
1300	SOLE PROPRIETOR (NATURAL PERSON) AFFIDAVIT
1125	SOLE PROPRIETORS MUST MARK THE BOX BELOW AND COMPLETE THIS PORTION OF THE AFFIDAVIT. PLEASE ATTACH A COPY OF ONE OF
	THE APPROPRIATE DOCUMENTS LISTED ON THE BACK SIDE OF THIS AFFIDAVIT WHICH WAS PRESENTED TO THE NOTARY PUBLIC AS PROOF
. 30	OF IDENTIFICATION THAT YOU ARE 18 YEARS OF AGE OR OLDER AND THAT YOU HAVE LAWFUL PRESENCE IN THE UNITED STATES.
	I AM A "NATURAL PERSON" (I.E., SOLE PROPRIETOR/INDIVIDUAL OWNER) NOT A CORPORATION, LIMITED LIABILITY COMPANY,
h	PARTNERSHIP, OR ANY OTHER LEGAL ENTITY AND MUST COMPLETE THIS AFFIDAVIT AND SUBMIT IT WITH THE REQUIRED DOCUMENTATION.
≷	
E	I,, SWEAR OR AFFIRM UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF COLORADO THAT:
SOLE PROPRIETOR (NATURAL PERSON) AFFIDAVIT	LAWS OF THE STATE OF COLORADO THAT.
NO	(CHECK ONLY ONE OPTION BELOW)
ERS	
3	☐ I AM A UNITED STATES CITIZEN. (ONLY FORM #S 1-12 ACCEPTED FOR THIS OPTION. FORM #S 13-16 CANNOT BE ACCEPTED.)
Z	
	I AM NOT A US CITIZEN, BUT AM A PERMANENT RESIDENT OF THE UNITED STATES. (ONLY FORM #S 13-16 ACCEPTED FOR THIS OPTION. FORM #S 1-12 CANNOT BE ACCEPTED.)
Ž	STITION. TORTH #3 1-12 CAMINOT BE ACCEPTED.
NA NA	I AM NOT A US CITIZEN OR PERMANENT RESIDENT, BUT AM LAWFULLY PRESENT IN THE UNITED STATES PURSUANT TO FEDERAL
<u> </u>	LAW. (ONLY FORM #S 13-16 ACCEPTED FOR THIS OPTION. FORM #S 1-12 CANNOT BE ACCEPTED.)
74	
280	I UNDERSTAND THAT THIS SWORN STATEMENT IS REQUIRED BY LAW BECAUSE I HAVE APPLIED FOR A LICENSE OR PERMIT. I UNDERSTAND
9	THAT STATE LAW REQUIRES ME TO PROVIDE PROOF THAT I AM LAWFULLY PRESENT IN THE UNITED STATES PRIOR TO RECEIPT OF THIS
Sol	LICENSE OR PERMIT. 1 FURTHER ACKNOWLEDGE THAT MAKING A FALSE, FICTITIOUS, OR FRAUDULENT STATEMENT OR REPRESENTATION IN THIS SWORN AFFIDAVIT IS PUNISHABLE UNDER THE CRIMINAL LAWS OF COLORADO AS PERJURY IN THE SECOND DEGREE UNDER
345	COLORADO REVISED STATUTE 18-8-503 AND IT SHALL CONSTITUTE A SEPARATE CRIMINAL OFFENSE EACH TIME A LICENSE OR PERMIT IS
25.10	FRAUDULENTLY RECEIVED.

BUSINESS NAME

SOLE PROPRIETOR'S SIGNATURE

DATE

ACCEPTED FORMS OF IDENTIFICATION TO PROVE LAWFUL PRESENCE IN THE UNITED STATES

UNITED STATES CITIZENS:

	12).
	(#1) a valid Colorado Driver's License or a valid Colorado Identification card
	(#2) a valid driver's license or identification card bearing applicant's photograph issued by any of the lawful presence states including the District of Columbia with the exception of: Hawaii, Illinois, Maryland, Nebraska, New Mexico, Utah, and Washington. If on the face of the license or ID card presented it says that it is an Enhanced driver's license or ID card, then it is to be accepted as a lawful presence document. (DR 2300, 04/27/11, Colorado Department of Revenue)
	(#3) a United States Military card or a Military Dependent's Identification card
	(#4) a United States Coast Guard Merchant Mariner card
	(#5) a Native American Tribal document
	(#6) order of applicant's adoption, including applicant's date of birth, bearing the seal or certification of the court of any political subdivision or territory of the United States
	(#7) copy of applicant's birth certificate from any state, the District of Columbia, and all United States territories
	(#8) United States Passport, except for "limited" passports, issued for less than five years
	(#9) Report of Birth Abroad of a United States Citizen, form FS-20
	(#10) Certificate of Birth issued by a Foreign Service post (FS-545) or Certification of Report of Birth (DS-1350)
	(#11) Certificate of Naturalization (N-550 or N-570)
	(#12) Certificate of Citizenship (N-560 or N-561)
<u>PE</u>	RMANENT RESIDENTS AND LAWFULLY PRESENT NON-U.S. CITIZENS:
pre	you are not a United States citizen, but are a permanent resident of the United States or are lawfully is sent in the United States pursuant to Federal law, please provide only one of the accepted forms of intification listed below (13-16). Documents 1-12 listed above cannot be accepted.
	(#13) an Unexpired Foreign Passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa
	(#14) an Unexpired Foreign Passport accompanied by an "I-94" indicating a specific future "until" date
	(#15) an "I-94" or substitute "I-102" with refugee or asylum status
	(#16) an Unexpired "Resident Alien" card, "Permanent Resident" card, "Temporary Resident" card, or "Employment Authorization" card



Donate to the Mayor Stephen D. Hogan Memorial Fund

More

CITY

BUSINESS

THINGS

DEPARTMENTS

RESIDENTS

HALL

SERVICES

TO DO



Find what you need...

Licenses & **Permits**

- Business Licensing
 - Additional Licensing
- Liquor Licensing
- New Business Lists
- Temporary Retail
- Business/Sales Tax License
- Marijuana
- Enforcement Division

NE transportation

Business Licensing

City of Aurora / Business Services / Licenses & Permits / Business Licensing















Any "person" (person defined as a sole proprietor, partnership, LLC or corporation, including non-profit organizations) who conducts business activities within the city of Aurora, regardless of the physical location of the business, is required to have a business license. A separate plan public meeting June 21

Read More

Buskers, Brews & BBQ is June 9

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Plan
Draft
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for
Feedback

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Questions?
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Aurora

___ 303.739.70







license is required for each location within the city of Aurora.

Licensing a company to conduct business in Aurora begins

with the Business License Application. The resulting business license is the company's authorization to conduct business in Aurora. It also establishes the required sales, use, Occupational Privilege (OPT) and/or Lodgers tax filing roles and allows the business access to a variety of city services including online filing options.

Use the Business License Application link to initiate your request for a business license. The online application tool will guide you through the application process and offers a variety of ways to pay for the license and fees (Pay online via ACH or credit card or print a voucher to mail a paper check). A link to a PDF paper application is available at the bottom of this page if you are unable to use the online system. (Note: Processing a paper application takes longer than the online system and requires a \$10 processing fee.)

Business License Application Online

Application Fee: \$15.00
 Initial License Fee/Renewal License Fee: \$26.00
 Period Covered: Two years from date of issuance







Lic€

bus

Marijuana retail store, cultivation, manufacturing and testing establishments must go to the Aurora Marijuana Enforcement Division (AMED) web page for licensing information. Applicants may not use the city's online business licensing application for this process.



AMED Home

The city of Aurora has adopted Mobile Food Truck regulations that make it easier for food truck vendors to operate in Aurora.



Mobile Food Vendor Toolkit

Business License is Non-Transferable with Change of Business Ownership

Any change of ownership requires a new application and \$41.00 fee for the business license. A \$10 processing fee is required if a paper application is submitted.

The change of a license from one location to another shall require the submission of an amended application and the issuance of a new license, with payment of an application fee only, in accordance with the provisions relating to the particular license for which such transfer is sought.



Please view the <u>Aurora Code</u>, Chapter 86 LICENSES, for more information.

Requirements for a "Home Occupation" Business

Home Occupation is a secondary use that operates business activities within a residential dwelling and follows the Supplemental Regulations for Home Occupations set forth within the Zoning and Building Code (Section 146-1220 and Section 146-2001).

Home Occupations require a Business License and must meet the following regulations:

- 1. The residents of the dwelling unit shall be the only people engaged in the activity;
- The activity is carried on only in the principal building and is incidental and secondary to the primary purpose served by the dwelling;
- The storage of materials to be used in the activity shall be inside either the principal building or an accessory building;
- 4. There shall be no external evidence, which in any way advertise or evidence the performance of the activity;
- 5. Except for parties entering the dwelling unit as a result of prior individual invitation, in no way shall the general public be invited or solicited upon the premises;
- 6. Performance of any personal service including, but not limited to, insurance agents, tax consultants and instruction in the arts, shall be limited to one pupil, client (which may include a partnership, married couple or parties engaged in a joint venture) or customer, at any one time;

- In no way shall the use jeopardize the health, safety or welfare of the occupants or of the surrounding neighborhood; and
- 8. The operation of a Home Occupation shall not cause or encourage an amount of vehicular or pedestrian traffic above what is normally associated with the residential area in which the Home Occupation is conducted. Commercial vehicles less than 7,000 pounds empty weight are permitted on a residentially zoned lot (Section 146-1501). Truck tractors, semitrailers and tow trucks are not permitted on residentially zoned lots.

Note: The conducting of an animal hospital, barbershop, beauty parlor, day care, health clinic, hospital, kennel, or tearoom shall not be deemed to be a home occupation.

Daycare homes/centers, group homes, schools, places of worship or other uses listed in the <u>Residential Use Table</u> (5.1) within Residential zones are not regarded as home occupations because they are categorized as Live/Work and are regulated separately within the Zoning and Building Code.

All licenses referred to here and issued by the Tax and Licensing Division are not transferable to a new owner. Any change of ownership requires a new application and license, with fees paid according to the provisions applying to that particular license.

Lodging Services/Short-Term Rentals

Anyone advertising rentals lasting for less than 30 days is engaging in the provision of lodging services. A business license and collection of the lodger's tax may be required. Renting a property with a long-term written lease agreement for more than 30 days is not in the business of providing lodging services and the following requirements do

not apply. The following FAQ provide information regarding short term rentals in most Aurora residential zones.

Aurora Short-Term Rentals FAQ

Small Business Assistance

The Aurora-South
Metro <u>Small</u>
<u>Business</u>
<u>Development</u>
<u>Center</u> (SBDC)



offers assistance and support to entrepreneurs in Arapahoe, Douglas, and Adams counties. We work with small business owners at all stages of business, whether they have an idea and are considering starting a business, have just started their business, or have been operating for an extended period of time.

Business Licensing and Tax Class

Aurora offers a free workshop designed to help new and existing businesses understand business licensing and taxes. This beginner level seminar is intended to explain what is necessary to start-up in Aurora, and all types of businesses are welcome. Understand the process of obtaining a business license in Aurora, taxpayer rights and responsibilities, taxes you may have to pay, and the reason that audits are conducted. Tax and Licensing staff will be available to answer questions specific to your industry or situation.

Date: Wednesday, Jul. 25, 2018 from 9 a.m. to noon

Aurora Municipal Center

Location: 2nd Floor Aspen Conference Room

15151 E. Alameda Parkway

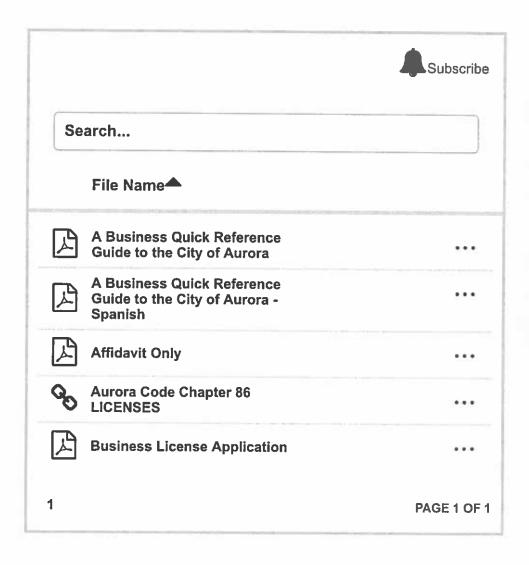
Aurora, CO 80012

Please go to the <u>Colorado Small Business Development</u>

<u>Center Network</u> (SBDC) web site for more details and to register. Drop-ins are welcome, but registration will help to ensure sufficient seating for everyone.

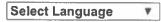






City of Aurora Colorado

15151 E. Alameda Parkway, Aurora, CO 80012 - Phone: 303.739.7000 - **Contact Us**





Boulder

Finance Department; Tax and License Division

<u>Itinerant Merchant (door-to-door) License Instructions and Application Checklist</u>

□ 1) An Itinerant Merchant license application must be completely filled out and signed, including: i) applicant business name, ii) legal name, home address, and birth date of all owners, officers, managers and members, and iii) local address and local phone numbers. The application will be routed to Sales Tax to review business license status and for tax remittance history and Boulder Police Department to conduct background check research on all submitted persons who will go door to door.
2) The applicant must submit a list of all persons (legal name, home address and date of birth) and copies of valid state issued identification cards (driver's licenses preferred) for all employees and owners working in the City of Boulder.
\square 3) A sales tax deposit in the amount of \$500 (cash or certified funds only) must be submitted. For questions, contact Sales Tax at 303-441-3050, press 0.
\square 4) A license fee of \$58.00 and \$7.00 per person for background checks must accompany the completed application.
\square 5) The applicant must provide proof of applying for/obtaining a city sales tax license.
□ 6) An application must be received at least two weeks prior to beginning sales. A late fee of \$200.00 will be charged for all applications that are submitted after the deadline.
□ 7) Both an Itinerant License copy (which will list approved employee's names) and their submitted picture ID must be held by each employee conducting door to door sales under the approved business' Itinerant Merchant license and both the License copy and picture ID must be available for enforcement officer's review if requested.

For more information please call 303-441-4192 or email: <u>LicensingOnline@bouldercolorado.gov</u>.



City of Boulder

Finance Department · Tax & Licensing Division 1777 Broadway, Boulder, Colorado 80302 · 303 441-4192

ITINERANT MERCHANT LICENSE APPLICATION / RENEWAL FORM

Please make checks payable to: City of Boulder
Send complete application, fee and any supporting documents as follows:
Drop off: Licensing Division, 1777 Broadway, Boulder, CO 80302
Mail to: City of Boulder, Licensing Division, PO Box 791, Boulder, CO 80306

You must apply for a license at least 2 weeks prior to beginning door-to-door sales.

You may not begin business in the City of Boulder until you have your itinerant merchant and sales tax licenses in your possession. *Please renew your itinerant merchant license at least 2 weeks before your expiration date.* Renewed licenses will be sent to your mailing address or emailed to your email address – please ensure that we have the correct information. Late applications are not accepted. If using this form for a new license, you must complete all fields. If using as a renewal, please complete all information and note if the information has changed since last year.

-		2018 application/r	enewai tee:		person for ba	скgrouna спеск
	Expiration dat	New e (if a renewal): Email address:		enewal		
Business mailing address: Physical address, if different				Alternate phon	e:	
Tunda name (DDA).				- 4 1	one:	
Business type:	Individual	☐ Partnership	[Corporation	□ u	N
For new applications ar Name		lividual or partnership b	usinesses, plea Home Addr			n for each owner: Date of Birth
	1105				-	
For new applications and Name		pration and LLC business	es, please com Home Addr			ch member/officer: Date of Birth
Pres./Mgr.					-	
Sec.		-			-	
Tres.						

Yes, I have a valid sales and use tax for business license in good standing with the City of Boulder.

Please also indicate if the sales tax staff have received the required \$500 sales tax deposit.

If not, you must apply for a sales tax license and provide proof of sales tax license or application before this license will be issued.

Date you intent to start business in the	City of Boulde	r;	<u> </u>		
Describe in detail the type of goods/sea	rvices you will	seil:	-		
Please provide vehicle inform	nation used by	all solicitors who will wo	rk under this license (atta	ch additional sheet a	s needed):
Make	Model		Color	License plat	e number
For e	each person wh ech a legible co	o will sell door-to-door, p py of each individual's val identification c	id driver's license or state	wing and e issued	
Name			Title for Business		Date of Birth
			-		
		· · · · · · · · · · · · · · · · · · ·			
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		 .			
		· · · · · · · · · · · · · · · · · · ·			
I hereby cert		OATH OF APPLICATION OF PRICE OF SECOND SECON	d degree, that the above s		
Signature of applicant		Print name and title			date

Date sent to Sales Tax: Notes:	For City of Boulder staff use only Sales Tax Approved	Sales Tax Denied
Background Checks.: Notes:		Name, Date
		Al- · · · · · · · · · ·

i : T

Name, Date

4-10-1. - Legislative Intent.

The purpose of this chapter is to protect the safety and welfare of the public by licensing persons who go door-to-door to sell goods or services and by prohibiting persons from going door-to-door to sell or solicit orders for the sale of goods or services for future delivery when the persons require a prepayment from the purchaser. Prohibiting such door-to-door solicitations is necessary to protect the residents of the city from fraud and misrepresentation. Licensure of all other persons going door-to-door to sell goods or services is also necessary to provide information about such sales persons to residents of the city and law enforcement officers. Nonprofit organizations with exemptions from federal income tax under 26 U.S.C. 501(c)(3) must obtain licenses, but will be exempt from any license fee and be granted perpetual licenses if they retain their federal tax exemptions and if they register the names of the people responsible for their sales personnel with the city manager at the beginning of each solicitation drive. Persons distributing information in the exercise of their first amendment rights and businesses such as newspaper and milk deliveries, trash collection and linen services that are engaged in selling and delivering goods or services by vehicle over a fixed route from previous orders or on a regular schedule are exempt from the license requirement.

4-10-2. - Certain Sales Prohibited.

No person in the city other than a nonprofit organization exempt from federal income tax under 26 U.S.C. 501(c)(3) shall go to any private residence to sell goods or services or solicit orders for the sale of goods or services for delivery at any subsequent time when such person requires a prepayment from the purchaser, without having been requested or invited to do so by the owner or occupant of the private residence.

4-10-3. - License Required.

- (a) No person shall sell merchandise or services or solicit orders for the sale and future delivery of merchandise or services on a door-to-door basis in the city without first obtaining a license from the city manager under this chapter.
- (b) Nothing in this chapter shall be deemed to apply to any person engaged in the business of selling and delivering goods or services directly to residents of the city who usually employs a vehicle for such deliveries over a regularly defined route and ordinarily sells from orders previously placed with such residents or regularly delivered on a schedule.
- (c) Nothing in this chapter shall be deemed to apply to any person engaged in distribution of information in the exercise of such person's First Amendment rights under the United States Constitution.

4-10-4. - License Application.

- (a) An applicant for a license under this chapter shall apply on forms furnished by the city manager that include the name, age and address of the applicant; the names and addresses of all partners, if a partnership, or officers and directors and shareholders of more than ten percent of the stock, if a corporation, and all solicitors and sales personnel of the applicant; the types of goods or services sold or for which orders are taken; and the name and address of the supplier of goods or services to be delivered or furnished.
- (b) Any applicant that does not have an exemption from federal income tax under 26 U.S.C. 501(c)(3) shall pay the fee prescribed by section 4-20-10, "Itinerant Merchant License Fee," B.R.C. 1981.

4-10-5. - Authority to Deny Issuance of License.

- (a) The city manager may deny an application for a license under this chapter upon a finding of any of the conditions prescribed by subsection <u>4-1-9(a)</u>, B.R.C. 1981, or upon a determination that:
 - (1) The applicant has had an itinerant merchant license revoked or suspended; or
 - (2) The applicant has previously failed to comply with the ordinances and regulations of the city relating to conducting any itinerant merchant business licensed by this code.
- (b) If the city manager denies a license application under this section, the manager shall follow the procedures prescribed by subsection <u>4-1-9(b)</u>, B.R.C. 1981.

4-10-6. - License to Be Issued and Displayed.

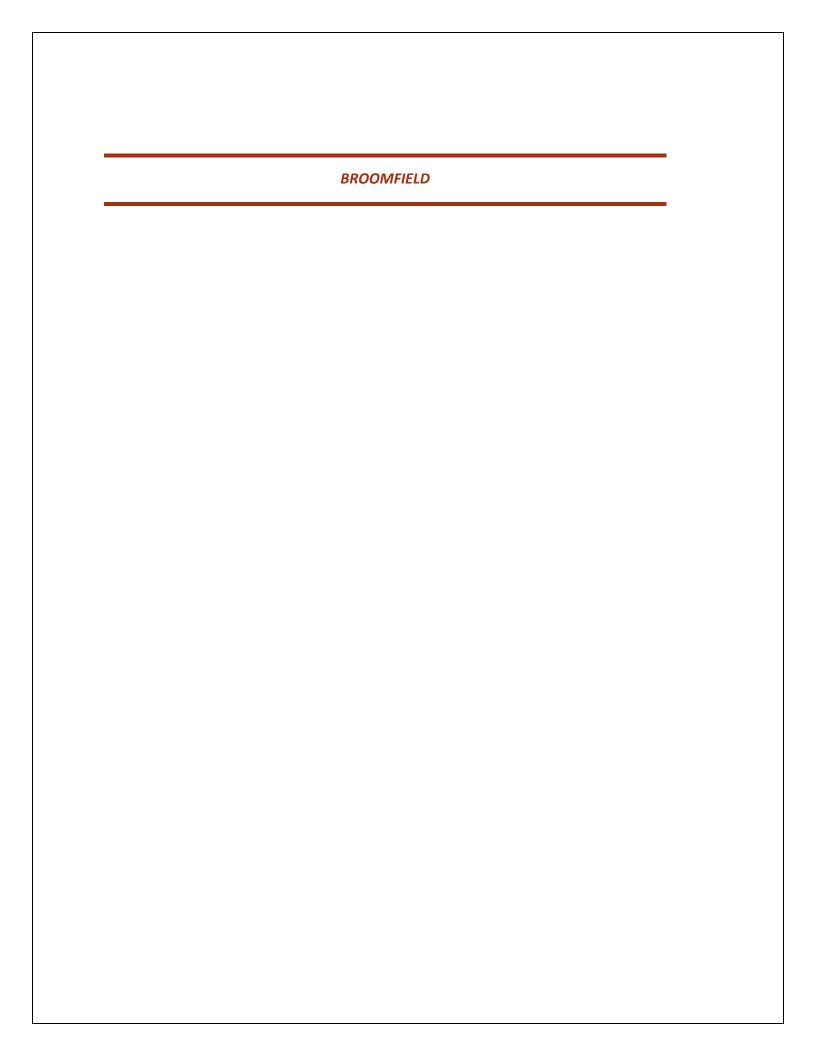
- (a) When the applicant has complied with the requirements of this chapter, the city manager shall issue a license to the applicant and to each salesperson or solicitor named in the application that states the type of sale or solicitation; the individual solicitor's or salesperson's name; the license expiration date; and the fact that the person is licensed by the city to solicit orders or sell goods but that the city does not endorse the activity or goods sold in any way; and, if the licensee is exempt from the fee required by subsection 4-10-4(b), B.R.C. 1981, that the licensee is nonprofit.
- (b) Each licensee under this chapter shall display the license at all times that the person is engaged in selling goods or soliciting orders in the city.

4-10-7. - Term of License.

The license term is twelve months or such shorter term as the licensee requests and as is set forth on the face of the license.

4-10-8. - Revocation and Suspension of License.

The city manager may suspend or revoke a license issued under this chapter for the grounds and under the procedures prescribed by section 4-1-10, "Revocation of Licenses," B.R.C. 1981.



Solicitor's License

Broomfield Municipal Code - Chapter 5-20

Description

Any person going door-to-door within the City and County of Broomfield to take orders or to sell anything of value is required to obtain a Solicitor's License, per Broomfield Municipal Code (BMC).

Fees

- · New license \$17, valid for one year
- Renewal \$12, valid for one year

Application and Procedure

Take the completed <u>Solicitor's License Application</u> with a copy of a picture identification to the Broomfield Police Department, at which time fingerprints will be taken. <u>As of September 6, 2016, an appointment must be scheduled for fingerprinting.</u> To book an appointment, please visit our <u>website</u>. **Note:** There is no charge for fingerprinting - this is included in the Solicitor's License fee. Walk-ins may be accommodated if appointment slots are available. For questions regarding fingerprinting, please call 303.464.5722.

There is a \$17.00 fee for a new Solicitor's License and \$12.00 for renewal, which is payable when the application is submitted to the City Clerk's Office.

Fingerprinting is done by the Police Department on the following days and times:

Monday and Tuesday from 9 a.m. to 4 p.m.

Monday evening from 6 p.m. to 8 p.m.

Friday from 9 a.m. to 12 noon

Return your application and fingerprint card to the City Clerk's Office.

The Police Department will conduct a background check, which takes approximately 2-3 weeks, but may take longer in some cases.

Following approval, the City Clerk's Office will contact the applicant to come in and have a photo taken for the solicitor's badge. Badges are issued Monday - Thursday between 9 a.m. and 4 p.m.

If you have any questions, please feel free to contact the City Clerk's office at 303.438.6332.

Related Services

- Handbill/Leaflet Distribution
- Mobile Food Vending
- Temporary Stand Permit
- Curb Painting
- Ice Cream Truck requires Solicitor's License

City and County of Broomfield - City Clerk's Office

1 DesCombes Drive, Broomfield, CO 80020 - 303-438-6332

Fees:	 New - \$17.00
	Renewal - \$12.00

License # _____

Renewal Letter _____

Paid receipt # _____

Photo Taken _____

Sent to PD

Approved _____

Badge Made _____

For Office Use Only

Solicitor's License Application Procedure

- Start with a completed application at the City Clerk's office. Solicitor applications may be found on our website at www.broomfield.org/1437/solicitors-license or at the City Clerk's office.
 We'll take your photo for your solicitor's badge, collect payment and copy your photo ID.
 There is a \$17.00 fee for a new Solicitor's License and \$12.00 fee for renewal, which is payable when the application is submitted to City Clerk's Office.
- 2. Fingerprints and a background check are required for a solicitor's badge. Call the Broomfield Police Dept. at 303-464-5799 to make an appointment or ask questions about fingerprinting. Take the completed solicitor's license application to your fingerprinting appointment.

 Fingerprinting is done Mon & Tues 9:00 am 4:00 pm, Monday evening 6:00 pm 8:00 pm, Friday 9:00 am 12:00 (noon). There is no charge for fingerprinting, this is included in your license fee. Walk-ins may be accommodated if appointment slots are available,
- Return your application and fingerprint cards to the City Clerk's office and wait for us to contact you.
 The Police Dept. will conduct a background check which takes approximately 2 to 3 weeks but can take longer.
- 4. After You are Approved: The City Clerk's' office will contact the applicant to pick up the solicitor's badge. Badges are issued Monday Thursday between 9:00 am and 4:00 pm.

If you have any questions please feel free to contact the City Clerk's office at 303-438-6332

Name of Applicant		Social Secu	rity #
Home Address		City	StateZip
Phone No	Email Address		
Weight Height	Hair Color	_ Eye Color	Age
Oriver's License No.	State Date of Birth		Place of Birth
If Applicant is Under 18 Years			
Name of Parent or Guardian			_ Date of Birth
Address	City	State Zip	Phone
nformation about the Business			
Name of Business		Ту	pe of Business
Address		City	State Zip
Responsible Party		Email addr	ress
Address	City	State Zip	Phone

(Continued on the Back)

Food Vendors Only: Food Service License No					
	City Sales Tax No				
If you need a Curb Painting Application/ \$200 bond attac	 ched:	Yes	No	<u> </u>	
Tell us about the vehicle you're using: If a vehicle is t					
Make/ModelYear		License Plat	e No	<u> </u>	
Owner's Name		v	State	7in	
		y <u></u>	State	Zip	
Have you been convicted of any crime or a violation	າ of any munici	pal ordinanc	e?Yes	_No	
If yes, please explain:					
Location of violation: City					
Disposition					
this Ordinance, under which this application is made. Signature(s) Please Date Applicant's Signature _					
Date Parent or Guardian (if a)	pplicable)				
AFFIDAVIT- RESTRICTIONS ON PUBLIC BENEFITS					
I,, swear or a one):	ifirm under penalty o	f perjury under th	e laws of the State of Col	orado that (check	
I am a United States citizen.					
I am not a United States citizen but I am a Permanent					
I am not a United States citizen but I am lawfully prese		•			
t understand that this sworn statement is required by law because I I				*	
proof that I am lawfully present in the United States prior to receipt of fraudulent statement or representation on this sworn affidavit is puni-					
Colorado Revised statute 13-8-503 and it shall constitute a separate				•	

5-20-010 - License; required; exceptions.

It shall be unlawful for any peddler, solicitor, canvasser, transient merchant, itinerant merchant, or itinerant vendor, as defined in <u>section 5-20-020</u> of this chapter, to engage in business within the corporate limits of the city without first obtaining a license therefor as provided in this chapter; except that the provisions of this chapter shall not apply to established delivery routes, persons calling by appointment, or businesses subject to the provisions of any other ordinances of the city.

(Ord. 35 §1, 1963)

5-20-020 - Definitions.

- (A) Canvasser or solicitor means any individual, whether a resident of the city or not, traveling either by foot, wagon, automobile, motor truck, or any other type of conveyance, from place to place, from house to house, or from street to street, taking or attempting to take orders for sale of goods, wares, and merchandise, or anything of value, or personal property of any nature whatsoever, for future delivery, or for services to by furnished or performed in the future, whether or not such individual has carried or exposed for sale a sample of the subject of such sale, or whether he or she is collecting advance payments on such sales or not; provided that such definition shall include any person who, for himself or herself or for another person hires, leases, uses, or occupies any building, structure, tent, railroad boxcar, hotel room, lodginghouse, apartment, shop, or any other place within the city, for the sole purpose of exhibiting any samples and taking orders for future delivery.
- (B) *Peddler*, as used in this chapter, means any person, whether a resident of the city or not, traveling by foot, wagon, automotive vehicle, or any other type of conveyance, from place to place, from house to house, or from street to street, carrying, conveying, or transporting goods, wares, merchandise, or anything of value in the person's possession, offering and exposing the same for sale, or making sales and delivering articles to purchasers, or who, without traveling from place to place, sells or offers the same for sale from a wagon, automotive vehicle, railroad car, or other vehicle or conveyance. The word peddler includes the words hawker and huckster.
- (C) *Person*, as used in this chapter, includes the singular and plural, and means and includes any person, firm, or corporation, association, club, co-partnership or society, or any other organization.
- (D) For the purpose of this chapter *transient merchant*, *itinerant merchant*, or *itinerant vendor* means any person, whether as an owner, agent, consignee, or employee, whether a resident of the city or not, who engages in a temporary business of selling and delivering goods,

wares, and merchandise within the city, and who, in furtherance of such purpose, hires, leases, uses, or occupies any public room in hotels, lodginghouses, apartments, shops, or any street, alley, or other place within the city, for the exhibition and sale of such goods, wares, and merchandise, either privately or at public auction. The person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant, or auctioneer, or by conducting such transient business in connection with, as a part of, or in the name of any local dealer, trader, merchant, or auctioneer.

(Ord. 35 §2, 1963)

5-20-030 - License; application; contents.

Applicants for a permit and license under this chapter must file with the city clerk a sworn application, at least ten days prior to the time desired, in writing and in duplicate, on a form to be furnished by the city clerk, which shall give the following information:

- (A) Name and description of the applicant;
- (B) Address, legal and local;
- (C) A brief description of the nature of the business and the goods to be sold, solicited, or delivered;
- (D) The length of time for which the right to do business is desired;
- (E) If a vehicle is to be used, a description of the same, together with the license number or other means of identification:
- (F) A statement as to whether or not the applicant has been convicted of any crime, misdemeanor, or violation of any municipal ordinance, the nature of the offense, and the punishment or penalty assessed therefor;
- (G) A brief statement of the nature and character of the advertising, or otherwise, shall be attached to the application as exhibits thereto;
- (H) Credentials from the person, firm, or corporation for which the applicant proposes to do business, authorizing the applicant to act as a representative;
- (I) At the time of filing the application, a fee of \$5.00 shall be paid to the clerk to cover the cost of investigation of facts stated therein;
- (J) The fingerprints and photograph of the applicant shall be taken by the police department at the time of application, and the names of at least two reliable property owners of the city, who will certify as to the applicant's good character and business respectability; or, in lieu of the names of references, other available evidence as to good character and business responsibility; and
- (K) Such other reasonable information as to the identity or character of the person having the

management or supervision of the applicant's business, or the method or plan of doing such business, as the city clerk may deem proper to fulfill the purpose of this chapter in the protection of the public good.

(Ord. 35 §3, 1963)

5-20-040 - Investigation; issuance or disapproval.

- (A) Upon receipt of the application required in section 5-20-030, the application shall be referred to the chief of police, who shall cause an investigation to be made of each and every statement contained in the application, and shall cause such further investigation of the applicant's business and moral character to be made as he or she deems necessary for the protection of the public good.
- (B) If, as a result of such investigation, the chief of police finds that any statement of the application is false, or that the applicant's character or business responsibility is unsatisfactory, the chief of police shall endorse on the application his or her disapproval and his or her reasons for the same, and return the application to the city clerk, who shall notify the applicant that his or her application has been disapproved and that no permit will be issued. Conviction of a felony or any crime involving moral turpitude may be considered sufficient grounds for disapproval of the application.
- (C) If, as a result of such investigation, the character and business responsibility of the applicant are found to be satisfactory, the chief of police shall endorse on the application his or her approval, execute a license addressed to the applicant for the carrying on of the business applied for, and return the license, together with the application, to the city clerk, who shall deliver to the applicant his or her license. The license shall contain the signature and seal of the city clerk, and shall show the name and address of the permittee, the date of issuance and the length of time the license shall be operative, as well as the registration number and other identifying description of any vehicle used in such soliciting or canvassing. The clerk shall keep a permanent record of all licenses issued.

(Ord. 35 §4, 1963)

5-20-050 - Badge; issuance; contents; display required.

The city clerk shall issue to each licensee, at the time of the delivery of his or her license, a badge for each individual licensed under this chapter. The badge shall have on it the words "Licensed Seller" or "Licensed Canvasser," the period for which the license is issued, and the number of the license, in letters or figures plainly discernable. Such badges shall be worn constantly by the licensee on the front of his or her hat or outer garment in such a way as to be conspicuous during such times as the licensee is engaged in the business for which he or she is licensed.

5-20-060 - License; exceptions; registration required.

Upon proper showing to the satisfaction of the city clerk that the applicant is acting for or employed by a nonprofit person, association, or organization, or that the applicant suffers from a physical handicap and sells products in connection with a rehabilitation program, such applicant shall be exempted from all fees. However, all such persons shall register with the city clerk, and may receive approval and a complimentary license.

(Ord. 35 §6, 1963)

5-20-070 - License; deemed nontransferable.

Every individual who is a peddler, canvasser, solicitor, transient merchant, itinerant merchant, or itinerant vendor, as defined in section 5-20-020, B.M.C., shall be required to make an individual application and secure a license, which shall be issued in the individual's name. Any license applied for by a firm, association, or corporation shall include the name of the individual who the represents the firm, association, or corporation in the city, and the individual's name shall appear on the application, badge, and license. No license shall be transferable or used by any other person.

(Ord. 35 §7, 1963)

5-20-080 - License; revocation.

- (A) Licenses issued under the provisions of this chapter may be revoked by the municipal judge of the city, after notice and hearing, for any of the following causes:
 - (1) Fraud, misrepresentation, or false statement contained in the application for license;
 - (2) Fraud, misrepresentation, or false statement made in the course of carrying on the business;
 - (3) Any violation of this chapter;
 - (4) Conviction of any crime involving moral turpitude; or
 - (5) Conduct of business in an unlawful manner, or in such manner as to constitute a breach of the peace, or to constitute a menace to the health, safety, or general welfare of the public.
- (B) Notice of the hearing for revocation of a license shall be given in writing, setting forth specifically the grounds of complaint and the time and place of hearing. Such notice shall be mailed, postage prepaid, to the licensee at his or her last known address at least five days prior to the date set for hearing.

(Ord. 35 §8, 1963)

Authority as used in this section means the local licensing authority. Any person aggrieved by the action of the chief of police or the city clerk in the denial of an application for license, as provided in section 5-20-030, or in the decision with reference to the revocation of a license, as provided in section 5-20-080, shall have the right to appeal to the authority. Such appeal shall be taken by filing with the authority, within ten days after such denial or revocation, a written statement setting forth fully the grounds for the appeal. The authority shall set a time and place for a hearing on such appeal, and notice of the hearing shall be given to the applicant in the same manner as is provided in section 5-20-080, B.M.C. for notice of hearing on revocation. The decision and order of the authority on such appeal shall be final and conclusive.

(Ord. 35 §9, 1963; Ord. 1770 §1, 2004)

5-20-100 - License; expiration.

Licenses shall expire on the date specified in the license.

(Ord. 35 §10, 1963)

5-20-110 - License; fee.

A license fee in the sum of \$10.00 per year shall be charged and collected prior to the issuance of a license, as required by this chapter.

(Ord. 35 §11, 1963)

5-20-120 - Police; enforcement.

It shall be the duty of every police officer of the city to require any person required to have a license, as provided in this chapter, and who is known by such officer not to be duly licensed, to produce his or her license. Every police officer of the city shall enforce the provisions of this chapter against any person found to be violating the same.

(Ord. 35 §12, 1963)

5-20-130 - Violation; recordkeeping.

The chief of police shall report to the city clerk all convictions for violation of this chapter, and the city clerk shall maintain a record for each license issued and record the reports of violations therein.

(Ord. 35 §13, 1963)

5-20-140 - Trespassing; notice; violation.

Every resident of the city shall have the right to post a notice or notices on his or her property to the effect that peddlers, canvassers, solicitors, and itinerant merchants shall not go in or upon said premises, or solicit or attempt to solicit orders or sales from the occupant thereof. Any peddler, solicitor, canvasser, transient merchant, itinerant merchant, or itinerant vendor, as defined in section 5-20-020, B.M.C., who violates the provisions of such notice, shall be deemed guilty of a misdemeanor, and on conviction thereof, shall be subject to a fine of not less than \$10.00 nor more than \$100.00.

(Ord. 35 §14, 1963; Ord. 1013 §1, 1993; Ord 1103 §1, 1995; Ord. 1196 §18, 1996; Ord. 1568 §17, 2001)

5-20-150 - Civil action; city rights designated.

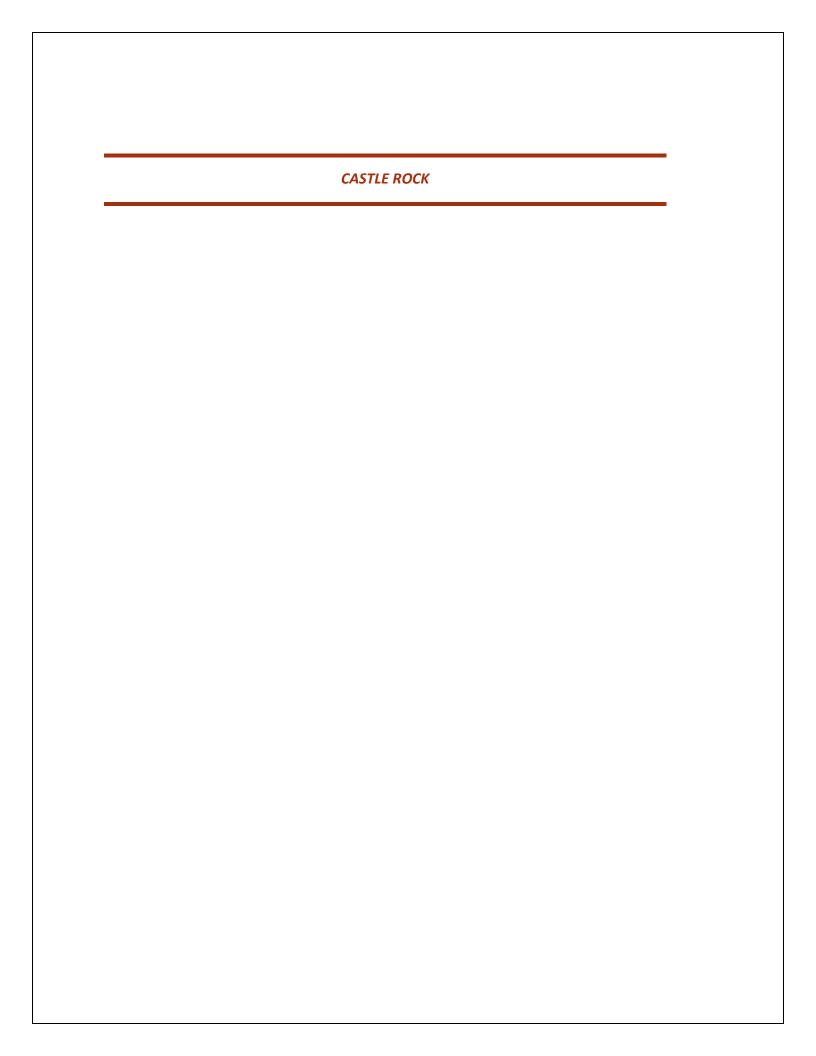
The city may, at its option, proceed by injunction, abatement, suit for collection, or any other legal action which it may deem advisable for the enforcement of this chapter and collection of the taxes provided for herein; provided that such election shall not in any way be deemed a waiver of or release of any person from the penalties provided for in this chapter. Conviction of a violation of this chapter shall not preclude the city from proceeding with any other legal action that it may deem advisable.

(Ord. 35 §15, 1963)

5-20-160 - Penalty for violation.

Any person who willfully fails to comply with any of the provisions of this chapter, or any section herein, shall be deemed guilty of a misdemeanor and, upon conviction, shall be punishable as provided in <u>chapter 1-12</u>, B.M.C.

(Ord. 35 §16, 1963)



APPLICATION FOR SOLICITOR REGISTRATION Town of Castle Rock



100 North Wilcox Street, Castle Rock, CO 80104

Business Name Website Address Description of Product or Service to be Solicited Business Street Address City State Zip Code Business / Sales Tax License Number - OR- Contractor Registration Number Solicitors are REQUIRED to have a CURRENT Castle Rock Business & Tax License OR a Contractor Re Vehicle Used For Solicitation Will a COMPANY vehicle or a PERSONAL vehicle be used? (Please check one) Will YOU be the DRIVER or the PASSENGER in this vehicle? (Please check one) Vehicle Make Model Year Color License Plate No. Applicant Information First Name (Please Print Clearly) Middle Name Last Name	Phone Number
Description of Product or Service to be Solicited Business Street Address City State Zip Code Business / Sales Tax License Number -OR- Contractor Registration Number Solicitors are REQUIRED to have a CURRENT Castle Rock Business & Tax License OR a Contractor Re Vehicle Used For Solicitation Will a COMPANY vehicle or a PERSONAL vehicle be used? (Please check one) Will YOU be the DRIVER or the PASSENGER in this vehicle? (Please check one) Vehicle Make Model Year Color License Plate No.	Phone Number
Business Street Address City State Zip Code Business / Sales Tax License Number -OR- Contractor Registration Number Solicitors are REQUIRED to have a CURRENT Castle Rock Business & Tax License OR a Contractor Re Vehicle Used For Solicitation Will a COMPANY vehicle or a PERSONAL vehicle be used? (Please check one) Will YOU be the DRIVER or the PASSENGER in this vehicle? (Please check one) Vehicle Make Model Year Color License Plate Number Applicant Information	
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City State Zip Code Business / Sales Tax License Number -OR- Contractor Registration Number Solicitors are REQUIRED to have a CURRENT Castle Rock Business & Tax License OR a Contractor Re Vehicle Used For Solicitation Will a COMPANY vehicle or a PERSONAL vehicle be used? (Please check one) Will YOU be the DRIVER or the PASSENGER in this vehicle? (Please check one) Vehicle Make Model Year Color License Plate No.	
Business / Sales Tax License Number -OR- Contractor Registration Number Solicitors are REQUIRED to have a CURRENT Castle Rock Business & Tax License OR a Contractor Registration Vehicle Used For Solicitation Will a COMPANY vehicle or a PERSONAL vehicle be used? (Please check one) Will YOU be the DRIVER or the PASSENGER in this vehicle? (Please check one) Vehicle Make Model Year Color License Plate No.	
Vehicle Used For Solicitation	gistration Number.
Vehicle Used For Solicitation Will a ☐ COMPANY vehicle or a ☐ PERSONAL vehicle be used? (Please check one) Will YOU be the ☐ DRIVER or the ☐ PASSENGER in this vehicle? (Please check one) Vehicle Make Model Year Color License Plate No. Applicant Information	gistration Number.
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Will YOU be the DRIVER or the PASSENGER in this vehicle? (Please check one) Vehicle Make Model Year Color License Plate No. Applicant Information	
Vehicle Make Model Year Color License Plate No Applicant Information	
Applicant Information	
	ımber State
First Name (Please Print Clearly) Middle Name Last Name	
Address City State Zip Code	Phone Number
Social Security Number (Required)	
Other Licenses - List all solicitor licenses issued to you for the past 5 years or indicate 'NONE'	
Issuing Authority (Town or City) Date	
Provide explanation] Yes 🔲 No
] Yes 🔲 No

Have you been charged with a Fe	ony in the past 5 years?	o (please attach a	additional page	e if necessary)
Date of Offense	Location or Agency			- 1
	Court Disposition (Circle One) G			
Date of Offense	Location or Agency			
	Court Disposition (Circle One) G		Dismissed	Other
Date of Offense	Location or Agency			
	Court Disposition (Circle One) G		Dismissed	Other
lave you been charged with a Mis	demeanor in the past 5 years? 🔲 Yes 🔲 No	o (please attach a	additional page	e if necessary
Date of Offense	Location or Agency			
	Court Disposition (Circle One) Gu			Other
Date of Offense	Location or Agency			
	Court Disposition (Circle One) G			
rate you ever been institutionalized inother? Yes No Provide details Are you required to register as a second	ed for mental illness which caused acts of violen ex offender or as a sexual predator in Colorado e	or any other state	son or the pro	operty of
Plave you ever been institutionalized another?	ed for mental illness which caused acts of violen	or any other state	e? Yes	operty of
Plave you ever been institutionalized another? Yes No Provide details Are you required to register as a soon Date of Offense Charge	ed for mental illness which caused acts of violen ex offender or as a sexual predator in Colorado e	or any other state	e? Yes	operty of
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Are you ever been institutionalization another? Yes No Provide details Are you required to register as a separate of Offense Charge Have you ever had a civil judgment Date I UNDERSTAND that I amon this application. I also obtaining a solicitor's licer I UNDERSTAND that the Clerk. I UNDERSTAND that the licensing is denied or, of I UNDERSTAND that it is Knock* sticker, a "No Sol (NOTE: A registered addition.)	ex offender or as a sexual predator in Colorado e Location Court Disposition t entered against you for fraud, deceit or misrep Judgement Court Each Statement) authorizing the Town Clerk's Office to conduct a backnowledge that information contained in the back	resentation? resentation? resentation res	e? Yes Yes N Of the informat y disqualify me be retained by tion fee will b	No No ion disclosed e from the Town e refunded if

No Knock List

Municipal Code No. 5.04 prohibits solicitors from knocking on your advor if

- Your address is registered for the 'No Knock' list
- You display a Town of Castle Rock 'No Knock' sticker
- You have posted a 'No Soliciting' sign

Please note that this Ordinance does not prohibit the practice of hanging door hangers or fliers. It only prohibits solicitors from attempting to make contact with residents by knocking on your door. View a complete listing of registered solicitors.

Any issues with a solicitor not following the guidelines of this Ordinance may be reported to the Castle Rock Police at 303-663-6100. Please contact the police while the solicitor is still in your neighborhood if possible.

Please have the following information collected to pass along to the Police dispatcher if possible.

- Individual or business name from solicitor badge
- Badge number
- Type of vehicle driven
- License plate number

Solicitor definition

A Solicitor is any person attempting to make contact with the purpose of selling goods or services at the point of contact, whether or not the goods or services are actually delivered at the time of sale. Solicitors are required to

• Register with the Town

- Have a valid business or contractors license
- Bass a background check
- appeal Of houses away a value of .



The No Knock List was created to allow homeowners to 'opt out' of door-to-door solicitation and sales.

Register your home address for the Town of Castle Rock 'No Knock' list.

When you receive the sticker in the mail, please display near your front door.

If you just need a replacement sticker, please use the contact email link to request a new sticker rather than registering your address again. Please include your name and address in the email request.

Canvasser definition

Canvassers are making contact for non-commercial purposes. They are not required to register with the Town or held accountable to the requirements of the 'No Knock' ordinance. Non profit organizations such as the Girl or Boy Scouts and school fundraising drives are examples of canvassers. Canvasser activities advocate civic, religious, charitable or political causes and are exempt from this ordinance.

Door-to-Door Solicitation

apply for a Solicitor Registration License, per ordinance. All businesses interested in soliciting door-to-door in Castle Rock must Solicitor registration

sale, whether or not the goods or services are actually delivered at the time of with the purpose of selling goods or services at the point of contact, A solicitor is any person attempting to make contact with a homeowner

:gniwollot Ordinance No. 2013-43 prohibits soliciting at residences with the Ordinance 2013-43

- The Town of Castle Rock 'No Knock' sticker displayed
- Any posted 'No Soliciting' sign
- but choosing not to display the No-Knock sticker. Any address registered on the Town of Castle Rock No Knock List

are submitted constantly and this list is ever evolving. Solicitors should review the No Knock List daily. Resident addresses

Solicitor applications may be completed and submitted to the Finance Applications

Town Hall department at

100 N Wilcox St.

Casile Rock, CO 80104

to begin processing the application. In addition to the completed application the following items are required Additional items required

- Two passport photos (2 by 2 inches) for the solicitor ID badge
- card payments are not accepted) Cash or check for \$35 payable to the Town of Castle Rock (credit
- psckground check Copy of your Driver's License or State ID for the purpose of the
- Proof of a current Castle Rock Business & Tax License
- or Contractor Registration

ORDINANCE NO. 2013-43

AN ORDINANCE REVISING CHAPTER 5.04 OF THE CASTLE ROCK MUNICIPAL CODE REGARDING CANVASSERS, SOLICITORS AND DISTRIBUTION OF FLYERS

WHEREAS, the Town of Castle Rock is a home rule municipal corporation organized in accordance with Article XX of the Colorado Constitution; and

WHEREAS, the Town of Castle Rock has an interest in protecting its residents' right to privacy in their own homes, in preserving the public peace and order, and in protecting the public safety and welfare; and

WHEREAS, the Town of Castle Rock is a largely residential community whose residents value the peace and quiet enjoyment of their private property; and

WHEREAS, by Ordinance No. 2008-15 the Town Council enacted certain regulations governing the activities of transient merchants, peddlers and solicitors engaging in business within the Town, and requiring registration of persons prior to engaging in such business activities; and

WHEREAS, the Town Council finds the regulations adopted by Ordinance No. 2008-15 have addressed the health, safety and welfare concerns presented by door-to-door solicitation, but that certain revisions to the regulations, as set forth in the amendments herein, are necessary in order to provide a comprehensive regulatory framework that best serves the interests of the Town and its residents; and

WHEREAS, the Town Council has reviewed such amendments to Chapter 5.04, and finds the amendments will further the Town's interests, purposes and goals regarding regulation of door-to-door solicitation within the Town; and

WHEREAS, the findings and recitals set forth in Ordinance No. 2008-15 are hereby incorporated herein as support for continuation of such regulations, as amended hereby.

NOW, THEREFORE, IT IS ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

Section 1. Amendment. Chapter 5.04 of the Castle Rock Municipal Code is hereby amended to read as follows:

Chapter 5.04

Canvassers, Solicitors, and Distribution of Flyers

5.04.010	Definitions
5.04.020	Registration required
5.04.030	Application Fees

5.04.040	Application for registration
5.04.050	Registration: grounds for denial
5.04.055	Identification badge; replacement
5.04.060	"No Knock" list
5.04.070	Distribution of commercial flyers
5.04.080	General prohibitions
5.04.090	Violations record
5.04.100	Certification of registration; revocation
5.04.110	Registration; expiration
5.04.120	Transfer of registration
5.04.130	Violations

5.04.010 Definitions.

As used in this Chapter, the following words have the meanings indicated.

Canvasser is a person who attempts to make personal contact with a resident at his or her residence without prior specific invitation or appointment from the resident, for the non-commercial primary purpose of:

- 1. Attempting to enlist support for or against a particular religion, philosophy, ideology, political party, issue or candidate, even if incidental to such purpose the canvasser accepts the donation of money for or against such cause;
- 2. Attempting to obtain a donation to a particular patriotic, philanthropic, social service, welfare, benevolent, educational, civic, fraternal, charitable, political or religious purpose, even if incidental to such purpose there is the sale of some good or service;

Commercial flyer is any printed or written material, any sample or device, circular, leaflet, pamphlet, newspaper, magazine, publication, booklet, handbill or other printed or otherwise reproduced original or copy of any manner of literature or paper containing a written or pictorial message that is predominately and essentially an advertisement and is distributed or circulated for advertising purposes or for any direct or indirect private financial gain of any person or entity so engaged as advertiser or distributor, except that a telephone directory or newspaper of general circulation in the Town published primarily for the purpose of disseminating news shall not be considered a commercial flyer.

Noncommercial flyer is any printed or written material, any sample or device, circular, leaflet, pamphlet, newspaper, magazine, booklet, handbill or any other printed or otherwise reproduced original or copy of any manner of literature or paper containing a written or pictorial message that is distributed or circulated solely for nonprofit purposes.

Solicitor is a person who attempts to make personal contact with a resident at his or her residence without prior specific invitation or appointment from the resident, for the primary purpose of attempting to sell a good or service, whether or not the goods or services are actually delivered at the time of sales.

5.04.020 Registration required.

No person shall act as a solicitor within the Town without first registering with the Town Clerk in accordance with this Chapter. Canvassers are not required to register but may do so for the purpose of reassuring Town residents of the canvasser's good faith.

5.04.030 Application fees.

- A. No application shall be received by the Town Clerk unless accompanied by an application fee in the following amount:
 - 1. Canvasser: no fee.
 - 2. Solicitor: thirty-five dollars (\$35.00).
- B. All application fees are non-refundable. No portion of any application fee paid shall be refunded if registration is denied or a registration, once issued, is suspended or revoked.

5.04.040 Application for registration.

Any person or organization required to register under this Chapter shall provide the following information on application forms to be provided by the Town Clerk:

- A. Proof of age, address and identification of applicant, to be provided by presenting the applicant's driver's license, state identification card, passport or other government issued identification card (issued by a government within the United States). The Town Clerk shall make a photocopy of the identification presented by the applicant, which shall be retained with the application.
- B. The name, permanent address and (if any) local address of the company represented by the applicant and a copy of the organization's Town business and tax license or Town contractor registration certificate.
- C. A brief description of the proposed activity related to this registration. (Copies of literature to be distributed may be substituted for this description, at the option of the applicant.)
- D. The motor vehicle make, model, year, color, and state license plate number of any vehicle which will be used by each person.
- E. The web, email or other address for the company, where residents having subsequent questions can go for more information.
- F. Two (2) identical photographs of the applicant which reasonably identify the applicant; such photographs of the applicant to measure two (2) inches by two (2) inches.
 - G. A statement as to whether or not the applicant;
 - 1. has been convicted of any felony, misdemeanor or ordinance violation

(other than a traffic violation), and if so, the nature of the offense or violation, the penalty or punishment imposed, the date when and place where such offense occurred, and the pertinent details thereof; or

- 2. has been institutionalized for mental illness which caused acts of violence against the person or property of another or
- 3. is required to be registered as a sex offender or as a sexual predator and the nature of the offense or the punishment or penalty assessed therefor, in this or any other state.
- H. Names, addresses and telephone numbers of former places of employment of the applicant during the previous two years, if any.
- l. All licenses currently held or previously held by the applicant within the five (5) years preceding the date of application related to soliciting or a similar business endeavor, noting any nonrenewal, suspension or revocation by the issuing authority, and the pertinent details thereof;
- J. A statement as to whether a civil judgment has ever been entered against the applicant or, to the applicant's knowledge, the company, for fraud, deceit or misrepresentation and, if so, the full details thereof.
- K. Authorization for the Town Clerk to conduct a background check, to verify information disclosed on the application.

5.04.050 Registration; grounds for denial.

- A. The Town Clerk may deny registration for any of the following reasons:
- 1. Any person against whom a judgment based upon, or a conviction for, misrepresentation, fraud, deception, breach of warranty or breach of contract in the Town or elsewhere has been entered within the five (5) years preceding the date of application.
- 2. Failure to comply with this Chapter or violation of any ordinance applicable to his or her permitted activities.
- 3. Failure to obtain a business license or contractor's registration certificate as required by the Town or failure of the applicant, his or her supervisor or his or her employer to remit any sales tax due the Town.
- 4. Registration as a sex offender or as a sexual predator, in this or any other state, or conviction of any crime that requires such registration.
 - 5. Felony convictions for crimes against the person or property of another,
 - 6. Institutionalization for mental illness which caused acts of violence

against the person or property of another; provided, however, that such felony convictions or institutionalization occurred within the five (5) years preceding the date of application. For the purposes of this Section:

Crimes or acts against the property of another shall include: theft, burglary, breaking and entering, larceny and other similar felonies involving moral turpitude by whatever name.

Crimes or acts of violence against the person or another shall include: homicide, attempted homicide, rape, attempted rape, sexual assault, assault, battery and other similar felonies involving moral turpitude by whatever name.

- 6. Any false, misleading or fraudulent statement on an application, or when an applicant has omitted pertinent information on the application for registration.
- 7. The applicant is a person whose character and record are such as not to warrant the Town Clerk's confidence that he or she will conduct the business of soliciting lawfully, honestly and fairly or without resorting to duress, coercion, intimidation or harassment of any person being solicited for business or other acts of violence or force against persons or property.
- 8. Any person who has been denied registration or had their registration revoked pursuant to this Chapter within the previous year, unless the applicant can and does show to the satisfaction of the Town Clerk that the reasons for such earlier denial or revocation no longer exist.
- B. In making a determination pursuant to subsection A, above, when considering a criminal or ordinance violation conviction or judgment, the Town Clerk shall be governed by the provisions of C.R.S. § 24-5-101, pertaining to the effect of criminal convictions on employment rights. The Town Clerk shall also give consideration to the following criteria:
 - 1. The reliability of any source as to character and record and any corroboration of any such evidence;
 - 2. The nature of any criminal conviction or ordinance violation or any judgment involving fraud, deceit or misrepresentation, including the classification of any felony or misdemeanor conviction; length of time incarcerated or severity of remedy or penalty imposed; mitigating or aggravating factors involved; subsequent record of conduct, including educational achievements and work history; subsequent convictions or parole or probation violations; and the correlation, if any, between the illegal or fraudulent activity and the solicitor registration for which application has been made; and
 - 3. Any evidence presented tending to show the applicant's rehabilitation as being a law-abiding and productive member of society.
- C. Persons whose applications for registration have been denied shall be notified in writing of the reason for such denial within three (3) business days of receipt of application

for registration by the Town Clerk. Upon written request to the Town Clerk, applicants that have been denied are entitled to an administrative review of the denial by the Town Manager or his or her designee. The Town Manager or his or her designee shall determine whether the reasons for registration denial in fact exist, and shall notify the applicant in writing of said determination within three (3) business days of receipt of written request for administrative review by the Town Manager or his or her designee.

5.04.060 "No Knock" list.

The Town Clerk shall make available on the Town web site a list of persons within the Town who restrict visits to their residential property (including their leasehold, in the case of a tenant) by solicitors. Each solicitor registered pursuant to this Chapter shall be responsible for verification of addresses contained on the No Knock list prior to engaging in solicitation within the Town; such verification may be made by reviewing the No Knock list maintained on the Town's web site.

5.04.065 Identification badge; replacement.

- A. When an application for registration is approved, the Town Clerk shall issue an identification badge to the solicitor, which badge shall be worn so as to be plainly visible at all times while the solicitor is performing any activities within the Town that require registration pursuant to this Chapter.
- B. Upon receipt of an application for a replacement badge, stating the previously issued identification badge has been lost or stolen, payment of a replacement fee in the amount of ten dollars (\$10.00), and submission of new passport-sized photographs, the Town Clerk may issue a replacement identification badge. No replacement badge shall be issued unless the Town Clerk is able to verify the solicitor remains employed by the company listed in the original application, or otherwise will be engaged in the same soliciting activities as specified in the original application.

5.04.070 Distribution of flyers.

Any person attempting to distribute commercial or noncommercial flyers within the Town shall observe the following regulations:

- A. No flyer shall be left at, or attached to, any mailbox or any sign, utility pole, transit shelter or other structure within the public right-of-way.
- B. No flyer shall be left at, or attached to, any privately owned property in a manner that causes damage to such privately owned property.
- C. Distribution of flyers shall occur only between the hours of 9:00 a.m. and 7:00 p.m.

5.04.080 General prohibitions.

A. No solicitor shall:

- 1. Enter upon private property where the current occupant has included the property on the Town's "No Knock" list, regardless of whether a Town-issued sticker indicating the property has been included on the Town's "No Knock" list is posted, or remain upon any private property where any form of sign or sticker is clearly displayed advising the occupant does not wish to be called upon by solicitors, including but not limited to the Town-issued "No Knock" sticker or a "no soliciting" sign.
- 2. Use, or attempt to use, any entrance other than the front or main entrance to the dwelling, or step from the sidewalk or indicated walkway (where one exists) leading from the right-of-way to the front or main entrance, except by express invitation of the resident or occupant of the property.
- 3. Remove any yard sign, door or entrance sign, or sticker that gives notice to such person that the resident or occupant does not invite visitors.
- 4. Enter upon any private property within the Town after 7:00 p.m. and before 9:00 a.m.
- B. It shall be unlawful for any person, organization, corporation or business entity to instruct, direct, command, order, organize or otherwise arrange for any person to engage in solicitation in violation of Subsections A.1-4 of this Section or in violation of Section 5.04.020 of this Chapter.
- C. It shall be an affirmative defense to any violation of this Chapter that the solicitor has an express invitation from the resident or occupant of a dwelling allowing him or her to enter upon any posted property.

5.04.090 Violations record.

The Municipal Court Clerk shall report to the Town Clerk all convictions for violations of this Chapter. The Town Clerk, in his or her record for each certificate of registration issued, shall record the reports of violations therein.

5.04.100 Registration; revocation.

- A. Each registration is issued in the name of the person and for solicitation on behalf of the organization specified in the application, and is not transferable to any other person or organization.
- B. If the Town Clerk finds that any of the grounds stated in Section 5.04.050 above exist or that the applicant has, during the period of registration, been convicted of a violation of this Chapter or any other crime or ordinance violation that would be cause for denial of a registration, the Town Clerk shall revoke the certificate of registration; or for other just cause related to the health, safety or welfare of the citizens of the Town or related to the person's business integrity or responsibility, the Town Clerk may revoke the certificate of registration.

C. Persons whose certificate of registration have been revoked shall be notified in writing of the reason for such revocation immediately upon revocation and, upon written request to the Town Clerk, are entitled to an administrative review of the revocation by the Town Manager or his or her designee. The Town Manager or his or her designee shall determine whether the reasons for revocation in fact exist, and shall notify the applicant in writing of said determination within three (3) business days of receipt of written request for administrative review by the Town Manager or his or her designee.

5.04.110 Registration; expiration.

Each registration shall expire on the date specified on the identification badge, and the Town Clerk shall issue no registration for a period longer than one (1) year. On the expiration of a registration, any person may apply for the issuance of a new registration. Each successive registration shall be subject to all requirements for issuance of a new registration, including but not limited to a new background check, new photographs being provided, and a new application fee being paid.

5.04.120 Transfer of registration.

No person shall transfer or attempt to transfer a registration or any identification badge issued pursuant to this Chapter to any other person, and no person shall use a registration or identification badge issued to any other person.

5.04.130 Violations.

Any person charged with a violation of this Chapter, upon conviction thereof, shall be punished by a fine of not more than one thousand dollars (\$1,000.00) or by imprisonment not to exceed one (1) year, or by both such fine and imprisonment. Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation is committed, continued or permitted by any such person.

- Section 2. Severability. If any clause, sentence, paragraph, or part of this ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect the remaining provisions of this ordinance.
- Section 3. Safety Clause. The Town Council finds and declares that this ordinance is promulgated and adopted for the public health, safety and welfare and this ordinance bears a rational relation to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 17th day of December 2013 by a vote of <u>6</u> for and <u>0</u> against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this 7th day of January 2014, by the Town Council of the Town of Castle Rock by a vote of __7 for and __against.

ATTEST:

Sally A. Misare, Town Clerk

Approved as to form:

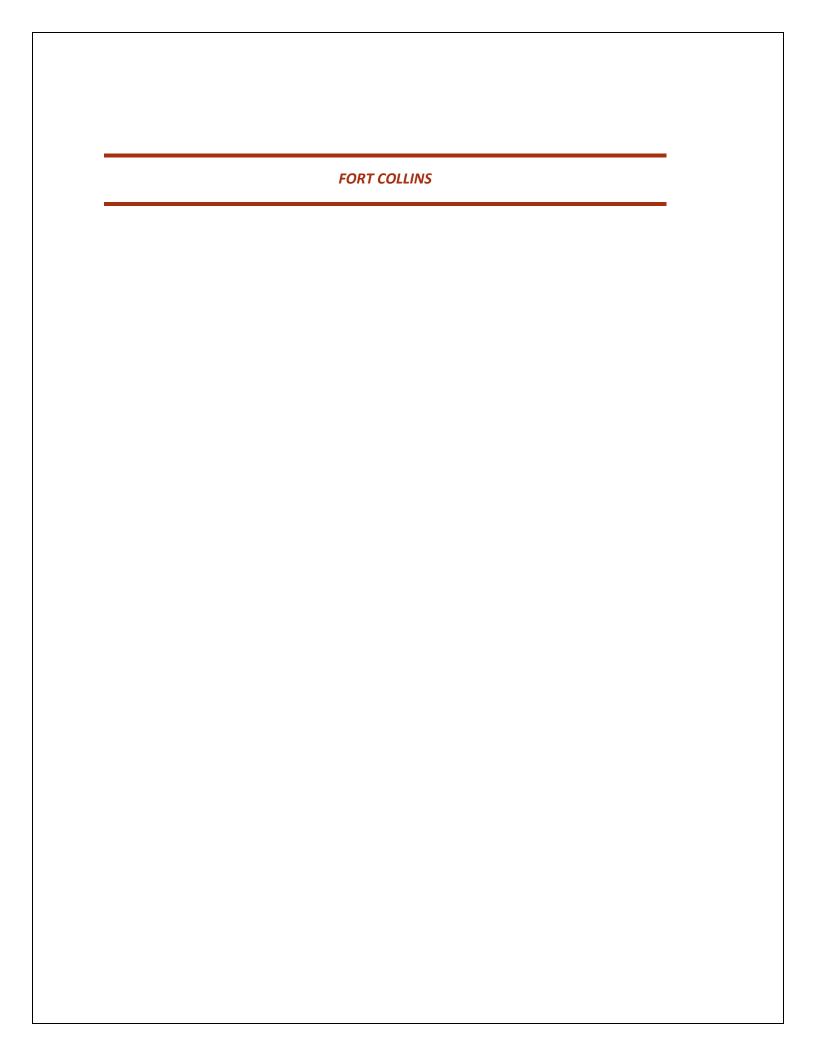
Robert I Sientz Town Attorney

TOWN OF CASTLE ROCK

Paul Donahue, Mayor

Approved as to content:

Sally A. Misare, Town Clerk





Financial Services
Sales Tax Division
215 North Mason Street, 2nd Floor
P.O. Box 580
Fort Collins, CO 80522

970.221.6780 970.221.6782 - fax fcgov.com/salestax

SOLICITOR PERMIT APPLICATION CHECKLIST

CHECKLIS	T FOR COMPANY:
 .:	Completed Application with checklist attached
	\$50.00 Application Fee (Non-refundable)
	Completed "List of Company's Solicitors"
0.4.5444	Supervisor – Copy of current criminal history record (www.criminalcbs.com) dated no more than sixty (60) days prior to the date of application. Copy of a valid driver's license or state issued photo identification.
CHECKLIS	T FOR BADGE HOLDER:
	Completed Application
P	Copy of a valid driver's license or state issued photo identification.
	Copy of current criminal history record (<u>www.criminalcbs.com</u>) dated no more than sixty (60) days prior to the date of application.
	Current passport size photo in <u>electronic format</u> . (Close up, front view, plain white background)
<u> </u>	\$10.00 badge fee (Non-refundable)
	\$50.00 badge deposit (Refundable at expiration of the term of the badge or upon revocation or voluntary relinquishment)



APPLICATION FOR SOLICITOR PERMIT-COMPANY

INFORMATION ON THIS APPLICATION IS PUBLIC RECORD.

PHONE (970) 221-6780 FAX (970) 221-6782

INSTRUCTIONS:

- 1. PLEASE PRINT OR TYPE INFORMATION.
- SIGN APPLICATION AND RETURN ENTIRE PACKET TO: CITY OF FORT COLLINS / SALES AND USE TAX OFFICE P.O. BOX 580 / 215 NORTH MASON STREET, 2ND FLOOR FORT COLLINS, CO 80522-0580
- 3. UPDATE ALL CHANGES IN COMPANY'S SOLICITORS LIST AS NEEDED
- 4. LICENSE FEE \$ 50.00

INFORMATION ABOUT COMPANY ATTACII COPY OF PROOF OF REGISTRATION OR CERTIFICATE OF GOOD STANDING FROM THE COLORADO SECRETARY OF STATE. IF APPLICANT IS A FOREIGN CORPORATION OR AN EMPLOYEE OF SUCH CORPORATION, STATE IN WRITING THE NAME, ADDRESS AND TELEPHONE NUMBER OF AN AGENT FOR PROCESS RESIDING IN THE STATE OF COLORADO.: COLORADO STATE SALES TAX NUMBER: FORT COLLINS SALES TAX NUMBER: TYPE OF COMPANY: INDIVIDUAL PARTNERSHIP CORPORATION LLC OTHER

TYPE OF COMPANY: INDIVIDUAL PARTNERSHIP CORPORATION LLC OTHER

COMPANY: CORPORATE NAME:

BUSINESS ADDRESS: MAILING ADDRESS:

CITY STATE, ZIP: CITY, STATE, ZIP:

BUSINESS PHONE NUMBER: CORPORATE PHONE NUMBER:

BUSINESS FAX NUMBER: CORPORATE FAX NUMBER:

EMAIL ADDRESS: WEB PAGE ADDRESS:

DESCRIPTION OF THE NATURE, CHARACTER AND THE TYPE OF GOODS OR MERCHANDISE TO BE SOLD.

SUPERVISOR/MANAGER

ADDRESS:

NAME: TITLE:

CITY, STATE, ZIP: PHONE:

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND THAT ANY FALSE STATEMENT OR OMISSION OF INFORMATION WILL BE CAUSE FO RLICENSE SUSPENSION, REVOCATION, OR GROUNDS FOR THE CITY TO REFUSE TO ISSUE THE LICENSE.

UNDERSTAND THAT ANY FALSE STATEMENT OR OMISSION OF INFORMATION WILL BE CAUSE FO RLICENSE SUSPENSION, REVOCATION, OR GROUNDS FOR THE CITY TO REFUSE TO ISSUE THE LICENSE.

SIGNATURE: TITLE: DATE:

FOR OFFICE USE ONLY DATE ISSUED: ____EXPIRATION DATE: ____

ACCOUNT #1000.421090 FEE: \$50.00 DATE PAID SUPERVISOR BACKGROUND CHECK ATTACHED AND APPROVED



APPLICATION FOR SOLICITOR PERMIT-BADGE HOLDER

INFORMATION ON THIS APPLICATION IS PUBLIC RECORD

PHONE (970) 221-6780 FAX (970) 221-6782

INSTRUCTIONS:

- 1. PLEASE PRINT OR TYPE INFORMATION.
- ATTACH A CURRENT COPY OF YOUR CRIMINAL HISTORY RECORD AS MAINTAINED BY THE CBI, DATED NO MORE THAN SIXTY (60)
 DAYS PRIOR TO THE DATE OF APPLICATION.
- 3. ATTACH A COPY OF A VALID DRIVER'S LICENSE OR STATE ISSUED PHOTO IDENTIFICATION
- 4. PROVIDE A CURRENT PASSPORT SIZE PHOTO IN ELECTRONIC FORMAT
- SIGN APPLICATION AND RETURN ENTIRE PACKET TO: CITY OF FORT COLLINS / SALES AND USE TAX OFFICE P.O. BOX 580 / 215 NORTH MASON STREET, 2ND FLOOR FORT COLLINS. CO 80522-0580

6. BADGE FEE: \$10.00 7. BADGE DEPOSIT - \$50.00			
INFORMATION ABOUT BADGE HOLD	ER		
NAME:			
ADDRESS:		-	
CITY, STATE, ZIP:			
PHONE NUMBER:	EMAIL ADDRESS	S	
DRIVER'S LICENSE NUMBER OR STATE ISSUED PHOT EXPIRATION DATE:	O INDENTIFICATION:	ISSU	ING STATE:
DATE OF BIRTH:			
PHYSICAL DESCRIPTION:			
HEIGHT: WEIGHT:	EYE COLOR:	HAIR COLOR:	
VEHICLE LICENSE PLATE NUMBER :	VEHICLE M	IAKE AND MODEL:	
HAVE YOU EVER BEEN CONVICTED OF A FELONY, OF LAWS OF THE STATE OF COLORADO, OR A CRIME AG	R A CRIME UNDER THE LAWS OF AINST THE PERSON OR PROPER	OF ANOTHER STATE THAT WOURTY OF ANOTHER? YES	LD BE A FELONY UNDER THE
INFORMATION ABOUT EMPLOYER			
NAME OF EMPLOYER:		PHONE NUMBER:	
EMPLOYER'S ADDRESS:			
CITY, STATE, ZIP:		 .	
SUPERVISOR/MANAGER NAME:		PHONE NUMBER:	
I HEREBY CERTIFY THAT THE INFORMATION PROVIDED UNDERSTAND THAT ANY FALSE STATEMENT OR OMISSION			
SIGNATURE:	TITLE		DATE
FOR OFFICE USE ONLY DATE ISSUED:	EXPIRATION DATE:		
ACCOUNT #1000. 421090 BADGE FEE: \$10.00 DATE PA	AID:BADGE DEPOS	SIT: \$50.00 DATE PAID:	DATE REFUNDED:



Financial Services
Sales Tax Division
215 North Mason Street, 2nd Floor
P.O. Box 580
Fort Collins, CO 80522

970.221,6780 970.221,6782 - fax fcgov.com/salestax

LIST OF COMPANY'S SOLICITORS

Initial	Additions/Deletions Renewal
NAME OF COMPANY:_	
ADDRESS:	
CITY/STATE:	PHONE #:
SOLICITORS	
Name	Drivers License Number or State Issued ID
	<u></u>
Marriado	
<u> </u>	
Signature:	Date Submitted or Amended:



No Solicitation List

addresses will only be used to notify you when your registration on the No Solicitation list is expiring.	
Your Contact Information Email:	Mali
Email (confirm):	
Address Street Number:	
Street Direction:	
Street Name:	
Street Type:	
Apt./Unit Number:	
Zip Code:	

Note:

- This list applies only to residences within the Fort Collins city limits.
- Your registration will be active in 30 days and will expire in 2 years.

Subscribe address to no-solicit list

US CRIMINAL CHECKS, INC

NATIONWIDE CRIMINAL BACKGROUND SEARCHES

We are a consumer reporting agency as defined in FCRA ACT (15USC # 1681) Specializing in Criminal Background Checks.

A COMPLETE FEDERAL, STATE, AND COUNTY CRIMINAL RECORD REPORT

This Nationwide 50 State Criminal History Search is Generated Utilizing ALL FEDERAL, STATE and COUNTY Government Databases. This Guarantees ALL the information is 100% Accurate, Reliable and Current. This report Shows ALL Arrests and Convictions Including Felonies, Misdemeanors, DUI's, DWI's, Sexual Predators and Offenders. The Type and nature of the Arrest, Court Plea Arrangements and Final Disposition, Including Parole and Incarceration History. This search is F.C.R.A. and C.R.A. Compliant for Employment Screening.

Instant 50 State Nationwide Criminal & Sex Offender Search - \$17.95

Who We Are We are the most reliable search company in the United States. Our company has been conducting this complete and comprehensive report to fortune 500 companies since 1985. This report also contains a nationwide sexual / predator / offender search.

Instant Online
Results. We then
instantly send the
results to your
desktop, there is no
waiting and the
results are archived
for you for 5 days

Sample Report

Step 1: Subject Details	
Subjects First Name*	
Subjects Last Name*	
Subjects Date of Birth (Recommended)	th ▼ / Day ▼ / Year ▼
Social Security Number (Recommended for common names)	
Is this report for a company lookir	ng to screen for employment?
Employment Screening Search	○ Yes ○ No
Company Requesting Report	
Step 2: Your Payment Information	(Pay with Paypal, Click Here)
Name on Credit Card:	
Billing Street Address:	
Billing City:	



Your Privacy

All searches are SSL encrypted and 100% confidential. Your information is never released, or sold to other databases.



Secure Servers
Register Domain

Billing State:	FL ▼
Billing Zipcode:	
Credit Card Number:	
Visa ▼	
Expiration Date:	01 ▼ Year ▼
Card Security Code:	What is this?
Email Address:	
Confirm Your Email:	

Step 3: Our User Agreement

Access to US Criminal Checks, Inc. Web Site

Upon conducting a search US Criminal Checks, Inc. grants you

By clicking on the 'order now!' button below you have read, understood and agree to the User Agreement displayed above.

Order Now!

(Only click the button once to avoid multiple charges.)

Solicitation

★ home → departments → sales tax → solicitation



∨ Contact Information

Door-to-Door Solicitation

Solicitor Permit Application Now Online

You can now submit an application for an outdoor vendor through our online sales tax system.

Apply Now

To report a violation of the ordinance, please contact the Police Services Non-Emergency number at 970-221-6540.

On May 27, 2011, City Council passed Ordinance 060, 2011, which established a permit system regulating residential door-to door solicitation. The City's goal in regulating door-to-door solicitation is to help protect the safety and privacy of residents in their dwellings. If you signed up to be on the No Solicitation list when the ordinance was passed, your name may be expiring from the list. Per the ordinance, a resident will only be on the list for two years, and then will need to sign up to be on the list again. If you are currently on the No Solicitation list and you are registered with your email address, you will receive an email reminding you that your name is about to expire and a link to re-sign up for the list.

Revisions to the ordinance were passed by Council on January 15, 2013 effective January 25, 2013.

- Authorized the Financial Officer to suspend a badge and/or permit.
- Required those that supervise solicitors to complete a criminal background check.
- Incorporated more clearly defined due process requirements.
- Limited the requisite criminal background check to the ten (10) years immediately preceding the permit application.
- Eliminated the requirement of a sales tax deposit.
- Added a provision requiring a fifty (50) dollar deposit for a badge, to be refunded at the expiration of the term of the badge or upon revocation or voluntary relinquishment.

Added a provision to allow residents of a multi-family dwelling unit, such as an apartment, to post a sign
prohibiting solicitation at or near the entrance to their individual dwelling. A multi-family dwelling unit may
not post a sign for all of the residents.

Fort Collins Municipal Code - Article IV Division 1 - Door-to Door Solicitation (PDF)

Key Provisions Of The Law

- Companies doing door-to-door soliciting must apply for and receive a permit from the City before they can conduct door-to-door sales within the city.
- Individual solicitors will be required to complete a criminal history check.
- · Permitted solicitors must wear a photo ID badge.
- · The hours of solicitation are limited to between 9 a.m. and sunset.
- All door-to-door solicitation, whether commercial or non-commercial, is prohibited by a "No Trespassing" or "No Solicitation" sign posted at a residence.
- · Commercial solicitation can be prohibited at a residence by joining the City's "No Solicitation" list
- Non-commercial solicitations are not regulated. By law, non-commercial solicitations include such things as
 religious and political contacts, fundraisers for schools and other tax-exempt organizations, and the sale of
 newspaper and magazine subscriptions.

Residents Have Several Options For Dealing With Solicitors At Their Door

- Post a "No Trespassing" or "No Solicitation" sign which prohibits all door-to-door solicitation whether commercial or non-commercial.
- Complete the online no solicitation list form which bans all commercial solicitation, but non-commercial is still allowed.
- · No action all commercial and non-commercial solicitation is allowed.

Commercial Solicitor Requirements

Solicitors will be required to obtain a commercial soliciting permit:

- · City issued permit
- · City issued photo ID badge for each solicitor
- List of all solicitors for their company
- · City sales tax license
- · Prohibited from contacting anyone on the City's maintained No Solicitation List
- Prohibited from soliciting at any residence with a "No Trespassing" or "No Solicitation" sign posted.

Non-Commercial Solicitor

Non-commercial solicitors are allowed to go door-to-door if a residence does not have a "No Trespassing" or "No Solicitation" sign posted. This includes religious, political, non- profit, public entities such as schools and government, newspapers and magazine subscriptions.

No Solicitation List:

Renew Here

Solicitation

★ home → departments → sales tax → solicitation



∨ Contact Information

No Solicitation List

The lists below shows all addresses currently subscribed to the no-solicitation list. Please choose from the various sorted documents below. The first set is in PDF format, and the second set is in Excel spreadsheet format.

- Street number, street name, zip code 🗷
- Street name, street number, zip code 🗷
- Zip code, street name, street number 🗷
- Zip code, street number, street name, [A]
- Street number, street name, zip code 🖈
- Street name, street number, zip code 🖈
- Zip code, street name, street number 🖈
- Zip code, street number, street name, 🖈

Fort Collins, Colorado USA

- **Q** 40.585258, -105.084419
- Decay Facts and Demographics
- Poudre School District

ORDINANCE NO. 060, 2011 OF THE COUNCIL OF THE CITY OF FORT COLLINS REPEALING AND REENACTING DIVISION 1, ARTICLE IV OF CHAPTER 15 OF THE CODE OF THE CITY OF FORT COLLINS RELATING TO DOOR-TO-DOOR SOLICITATION

WHEREAS, in 1938, the City Council adopted Ordinance No. 002, 1938, prohibiting solicitors from going in or upon private residences, public buildings and offices in the City, and declaring such practice to be a nuisance; and

WHEREAS, in 1972, the City Council adopted the City's "Green River" Ordinance, which is presently contained in Chapter 15, Article IV, Division I, of the City Code; and

WHEREAS, in 1994, the City Council repealed Article IV, Division 1 of the City Code, Sections 15-106 through 15-108, and reenacted those sections, with revised language that was intended to better protect the privacy and safety interests of the citizens of the City; and

WHEREAS, in 2002, the City Council further amended Section 15-106 of the City Code and modified the prohibition of door-to-door solicitation so that it applied only to residential premises; and

WHEREAS, City staff has recommended that these provisions of the City Code be further revised to ensure that they are consistent with evolving First Amendment jurisprudence, while continuing to protect residents from fraud and crime and to preserve residents' privacy in their homes; and

WHEREAS, the effect of the amendments recommended by City staff would be to replace the current total ban on commercial door-to-door residential solicitation with a permit system regulating such solicitation, and to continue to allow non-commercial residential solicitation without a permit except that both commercial and non-commercial solicitation would be prohibited at residences where a sign prohibiting the same is posted and that commercial solicitation would be prohibited at residences that are shown on a no-solicitation list maintained by the City on its website; and

WHEREAS, the City Council believes that it would be in the best interests of the City to approve the changes to the City Code that have been recommended by the staff.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That Sections 15-106 through 15-108 of Article IV, Division 1 of the Code of the City of Fort Collins are hereby repealed and the following sections reenacted to read as follows:

ARTICLE IV. AUCTIONS, SPECIAL SALES AND SOLICITATIONS

DIVISION 1. DOOR-TO-DOOR SOLICITATION

Sec. 15-106. Title; purpose.

- (a) This Division shall be known and cited as the "Fort Collins Door-to-Door Solicitation Ordinance."
- (b) The provisions of this Division are intended to balance the First Amendment rights of residential solicitors in the City with the privacy, safety, health and welfare of the City residents by:
 - (1) requiring all commercial solicitors to conduct any door-to-door residential solicitation within the City pursuant to a permit and identification badge issued by the City;
 - (2) reasonably limiting the hours of door-to-door solicitation activities; and
 - (3) prohibiting solicitations at residences where the owner or occupant has prohibited solicitation in a manner consistent with the provisions of this Division.

Sec. 15-107. Definitions.

The following words, terms and phrases, when used in this Division, shall have the meanings ascribed to them in this Section:

Applicant shall mean any person or entity who has submitted an application for a permit.

Commercial solicitor shall mean any person, whether as volunteer, owner, agent, consignee or employee, who engages in door-to-door commercial solicitation.

Door-to-door commercial solicitation shall mean attempting to make personal contact with a resident at his or her residence, without prior specific invitation by or appointment with the resident, for the primary purpose of:

(1) attempting to sell, for present or future delivery, any goods, wares or merchandise, other than newspaper or magazine subscriptions, or any services to be performed immediately or in the future, whether or not the person has, carries or exposes a sample of such goods, wares or merchandise, and whether or not he or she is collecting advance payments for such sales; or (2) personally delivering to the resident a handbill or flyer advertising a commercial event, activity, good or service that is offered to the resident for purchase at a location away from the residence or at a future time.

Door-to-door noncommercial solicitation shall mean attempting to make personal contact with a resident at his or her residence, without prior specific invitation by or appointment with the resident, for the primary purpose of:

- (1) seeking or asking for a gift or donation for a public entity or nonprofit organization exempt from federal income tax under 26 U.S.C. 501(c)(3);
- (2) soliciting the sale of goods, wares or merchandise for present or future delivery, or the sale of services to be performed immediately or in the future, with the entire proceeds of such sale to be paid directly to, or used exclusively for the benefit of, a public entity or nonprofit organization exempt from federal income tax under 26 U.S.C. 501(c)(3);
- (3) personally delivering to the resident a handbill or flyer advertising a future, not-for-profit event, activity, good or service;
- (4) proselytizing on behalf of a religious organization;
- (5) soliciting support for a political candidate or organization, or ballot measure or ideology; or
- (6) soliciting the sale of newspaper or magazine subscriptions.

Employer shall mean any person, company, corporation, business, partnership, organization, or any other entity on behalf of whom a person is acting.

Noncommercial solicitor shall mean any person, whether as volunteer, owner, agent, consignee or employee, who engages in door-to-door non-commercial solicitation.

No-solicitation list shall mean a list of the addresses of City residents who have requested that their residences be placed on a list maintained and published by the City for the purpose of informing the general public and prospective solicitors that all door-to-door solicitation at such addresses are prohibited.

Permit shall mean a document issued by the Financial Officer authorizing a commercial solicitor to engage in door-to-door commercial solicitation.

Permit holder shall mean any person to whom a permit has been issued under the provisions of this Division.

Person shall mean a natural person or business entity, such as, without limitation, a corporation, association, firm, joint venture, estate, trust, business trust, syndicate, fiduciary, partnership or any group or combination thereof.

Public Entity shall mean the state, county, city and county, municipality, school district, special improvement district, and every other kind of district, agency, instrumentality, or political subdivision thereof organized pursuant to law and any separate entity created by intergovernmental contract or cooperation only between or among the state, county, city and county, municipality, school district, special improvement district, and every other kind of district, agency, instrumentality, or political subdivision thereof.

Residence shall mean a private residence in the City, including but not limited to condominium units and apartments, including the yards, grounds or hallways thereof.

Sec. 15-108. All solicitation prohibited by posting of "No Solicitation" or "No Trespassing" sign.

- (a) No solicitor, whether commercial or non-commercial, shall enter or remain upon any public or private premises in the City if a "No Solicitation" or "No Trespassing" sign is posted at or near the entrance(s) to such premises; or
- (b) This provision shall apply to all solicitation including, without limitation, all activities that are religious, charitable or political in nature and all solicitation of newspaper or magazine subscriptions.

Sec. 15-109. No-solicitation list for commercial solicitations.

- (a) Any owner or lawful occupant of any residence within the City who wishes to prohibit door-to-door commercial solicitation at his or her residence may register the address of such residence with the City by completing a form prepared by the Financial Officer, which form may be submitted to the city either in person, by mail, or on the City's website. Such registration shall take effect thirty (30) calendar days after the date of the City's receipt of the registration form.
- (b) The City Manager shall maintain and publish on the City's website a no-solicitation list consisting of all residential addresses that have been registered under Subsection (a) above and that have not been deleted by the City under Subsection (d) below or by the owner or lawful occupant of the registered property. Each permit holder shall be responsible for obtaining and reviewing a copy of such list immediately upon issuance of a permit under this Article and at such intervals thereafter as may be reasonably necessary to ensure compliance with the requirements of Subsection (c) of this Section.

- (c) As of the effective date of the registration of a residential address under subparagraph (a) of this Section, all door-to-door commercial solicitation at such address shall be prohibited until such time, if at all, that the address has been deleted from the no-solicitation list.
- (d) Each residential address appearing on the City's no-solicitation list will remain on the list for two years from the date it was submitted to the City, at which time it shall be deleted from the list unless a new form requesting no solicitation at such residence has been submitted by the owner or lawful occupant thereof. No less than sixty (60) calendar days prior to the deletion of any address from the no-solicitation list, the City Manager shall provide written notice to the property owner or occupant who registered the address with the City, which notice shall be sent to the registered address or to such other address as may have been provided to the City at the time of registration.
- (e) Prior to the expiration of the two (2) year period referenced in Subsection (d) above, the owner or lawful occupant of any residence appearing on the no-solicitation list may cause such residence to be removed from the list by submitting a written request for removal of the same to the Financial Officer.
- (f) Neither the City nor any of its officers, employees, agents or authorized volunteers shall be liable to any person for any injuries, damages or liabilities of any kind arising from or relating to any errors or omissions that may occur in compiling or maintaining the no-solicitation list.

Sec. 15-110. Permit and identification badge required for all commercial solicitors.

- (a) Any person seeking to engage in commercial door-to-door solicitation must obtain a permit from the Financial Officer and pay the permit fee as provided in this Division before commencing any such solicitation.
- (b) All permits shall be issued in the name of the applicant. Upon issuance of each permit, the Financial Officer shall create and maintain a list of all persons authorized to engage in door-to-door commercial solicitation under the permit. It shall be the sole-responsibility of the permit holder to:
 - (1) provide a copy of the permit to each person authorized to engage in solicitation under the permit;
 - (2) ensure that each person authorized to solicit under the permit complies with the terms and conditions of the permit and with the provisions of this Division;
 - (3) notify the Financial Officer in writing of any persons to be added to or deleted from the list of authorized solicitors; and

- (4) submit to the Financial Officer, for each person to be added to such list, the information required under § 15-110(a)(4), together with payment of the identification badge fee required under § 15-110(b).
- (c) The Financial Officer shall, within ten (10) business days of the City's receipt, via mail or in person, of a complete application for a permit under this Division, issue such permit, together with identification badges for all persons authorized to engage in door-to-door commercial solicitation under the permit, unless the Financial Officer determines that the permit application is denied under the criteria stated in § 15-113.
- (d) Subsequent to the issuance of any permit, and upon receipt of the information and fee required under Paragraph (4) above, the Financial Officer shall, within five (5) business days, issue an identification badge to any new or additional person to be authorized to solicit under the permit as long as such person is not prohibited under § 15-113. The Financial Officer shall also, within five (5) business days, issue a replacement identification badge to any solicitor who, by affidavit, notifies the Financial Officer that his or her identification badge has been lost or stolen, and who pays an additional identification badge fee as established under § 15-110(c).
- (e) If an employer applies for and is granted a permit under this Division, the employer shall be entitled to obtain identification badges from the Financial Officer for each employee or agent authorized to solicit under the permit. The identification badges shall contain a photograph of the solicitor, bear the words "Permitted Solicitor," include the names of the employer and solicitor, and the expiration date of the permit.

Sec. 15-111. Application contents; fees.

- (a) Each person applying for a door-to-door commercial solicitation permit shall file with the Financial Officer an affidavit on a form supplied by the Financial Officer stating:
 - the full name, business address, and business telephone number of the applicant;
 - (2) information regarding the business as required by the Financial Officer, including, without limitation, its legal status, and proof of registration with, or a certificate of good standing from, the Colorado Secretary of State;
 - (3) a complete list of all persons to be authorized to solicit under the permit;
 - (4) for each person authorized to solicit under a permit, the following information:

- a. name, address, telephone number and date of birth;
- b. a current copy of the person's criminal background check, as maintained by the Colorado Bureau of Investigation, dated no more than sixty (60) days prior to the date of the application;
- c. a description of the individual, including height, weight, color of eyes and color of hair; and
- d. the number and state of issuance of the individual's motor vehicle operator's license or chauffeur's license, if any, or other state-issued photo identification;
- (5) a brief explanation of the nature of the solicitation activity that requires a permit under this Division;
- (6) if the applicant is a foreign corporation or an employee of such corporation, the name, address and telephone number of an agent for process residing in the state;
- (7) proof that the applicant has obtained a valid City of Fort Collins sales and use tax license;
- (8) proof that the applicant has deposited the sales tax deposit or has received a valid waiver of such sales tax deposit; and
- (9) any other information determined to be relevant by the Financial Officer.
- (b) At the time of application, the applicant shall also submit a photograph of each person to be authorized to solicit under the permit, taken no more than six (6) months prior to the date of application, which photograph fairly depicts the appearance of the proposed solicitor as of the date of application and which, in the judgment of the Financial Officer, is suitable for reproduction on the identification badge to be issued by the City.
- (c) At the time of application, each applicant shall pay a fee in an amount determined by the Financial Officer to be sufficient to defray the costs incurred by the City in processing the application, plus an additional fee to defray the costs of preparing and issuing an identification badge for each person to be authorized to solicit under the permit, including the applicant. Said fees shall be nonrefundable.

Sec. 15-112. Duration of permit; renewal.)

(a) Each permit shall be valid for two (2) years, effective from the date of issuance.

(b) Any permittee wishing to renew a permit issued under this Division must apply for the renewal of the permit no less than thirty (30) days prior to the expiration of its term. Said application shall be accompanied by a criminal background check as required under § 15-110(a)(4)b for each person who is to be authorized to solicit under the permit during the renewal term of the permit. If a permittee fails to apply for such renewal within said thirty (30) day period of time, the permit will expire. The renewal fee for each permittee shall be determined by the Financial Officer in an amount sufficient to defray the costs incurred by the City in processing the renewal application. Said fee shall be nonrefundable.

Sec. 15-113 Sales tax deposit.

- (a) If at the time of filing the application, the applicant has not maintained a City sales tax license for at least the previous twenty-four (24) months, the applicant shall deposit with the Financial Officer a sales tax deposit in the sum of two hundred fifty (\$250.). The Financial Officer may waive the sales tax deposit upon a showing that the applicant has maintained a City sales tax license for at least the previous twenty-four (24) months and has a record of promptly paying any sales tax due.
- (b) Upon issuance of the solicitation permit and subsequent verification by the City that the permittee has paid the sales tax due the City, the balance of the deposit required under Subsection (a) of this Section, if any, shall be returned to the permittee. If the permittee fails to pay the City's sales tax and does not seek return of the sales tax deposit within ninety (90) days from the expiration of the permit, the City Manager may declare the deposit forfeited and notify the permittee thereof at the address shown on the permit. Forfeiture of the sales tax deposit, however, shall not release the permittee from the obligation to remit the correct amount of sales tax due.

Sec. 15-114. Persons prohibited.

A person shall not be eligible for issuance of a permit or identification badge under this Division if:

- such person has been convicted of a felony or Class 1 misdemeanor under the laws of the State of Colorado or an equivalent offense under any federal, state, county or municipal law; or
- (2) a permit or an identification badge previously issued to such person by the Financial Officer under § 15-110 has been revoked by the Financial Officer under §§ 15-120 or 15-121.

Sec. 15-115. Denial of Permit.

The Financial Officer shall deny an application for a permit, or any renewal of a permit under this Division if the Financial Officer determines that the applicant has:

- (1) made any material misrepresentation or false statement in the application for the permit; or
- (2) failed to obtain a sales and use tax license as required by the City or to remit any sales tax due the City; or
- (3) been convicted of a felony or Class 1 misdemeanor under the laws of the State of Colorado or an equivalent offense under any federal, state, county or municipal law.

Sec. 15-116. False or deceptive representation prohibited.

No person shall attempt to obtain, by telephone or otherwise, an invitation to visit any private residence for the purpose of soliciting the purchase or sale of goods, services or any other thing of value, by knowingly making a false or deceptive representation or statement.

Sec. 15-117. Duty to display identification badge and to exhibit permit.

- (a) Any commercial solicitor engaging in door-to-door commercial solicitation under a permit issued pursuant to this Division shall conspicuously display his or her identification badge.
- (b) Whenever requested by any police officer or by any customer or prospective customer, any commercial solicitor engaged in door-to-door commercial solicitation under a permit issued pursuant to this Division shall exhibit his or her identification badge and permit.

Sec. 15-118. Permissible times.

All door-to-door commercial solicitation and all door-to-door noncommercial solicitation shall be undertaken and completed between the hours of 9:00 a.m. and sunset as announced and published by the National Weather Service daily.

Sec. 15-119. Transfer of permits prohibited.

No permit issued pursuant to this Division shall be transferred to any person.

Sec. 15-120. Revocation of identification badge.

The Financial Officer may suspend or revoke the identification badge of any solicitor that has engaged in any unlawful solicitation or any solicitation conducted in such a manner as to constitute a menace to the health, safety or general welfare of the public.

Sec. 15-121. Nonrenewal or revocation of permit.

The Financial Officer shall revoke and shall not renew any permit issued pursuant to this Division if the Financial Officer determines that any of the following have occurred:

- fraud, misrepresentation or false statement in the application for the permit or any renewal application, including, without limitation, representations made as to the criminal history of any person to be authorized to solicit under the permit;
- (2) failure to obtain a sales and use tax license as required by the City or to remit any sales tax due the City;
- (3) failure to supervise solicitation conducted under the permit so as to reasonably ensure that such solicitation is in compliance with the terms of the permit and with the provisions of this Division; or
- (4) authorizing, condoning or knowingly tolerating any unlawful solicitation or any solicitation conducted in such a manner as to constitute a menace to the health, safety, or general welfare of the public.

Sec. 15-122. Records.

The Financial Officer shall maintain records showing each permit issued and the alleged violations of this Division.

Sec. 15-123. Appeal.

An applicant may appeal any decision relating to his or her permit by the Financial Officer or hearing officer to the City Manager in accordance with Chapter 2, Article VI of the City Code. The City Manager's decision shall be final.

Sec. 15-124. Administrative Regulations.

The Financial Officer is authorized to promulgate rules and regulations as are necessary to effectuate the implementation, administration and enforcement of this Division.

Sec. 15-125. Violations and penalties.

In addition to the revocation, suspension or denial of a permit or identification badge issued under this Division, any applicant, permittee or solicitor who violates any of the provisions of this Division, and any person who violates §§ 15-108, 15-109, 15-115 or 15-117, shall be guilty of a misdemeanor punishable in accordance with § 1-15.

Secs. 15-126 - 15-128. Reserved.

Section 2. That Sections 15-121 through 15-123 shall be renumbered as Sections 15-129 through 15-131 respectively.

Introduced, considered favorably on first reading, and ordered published this 3rd day of May, A.D. 2011, and to be presented for final passage on the 17th day of May, A.D. 2011.

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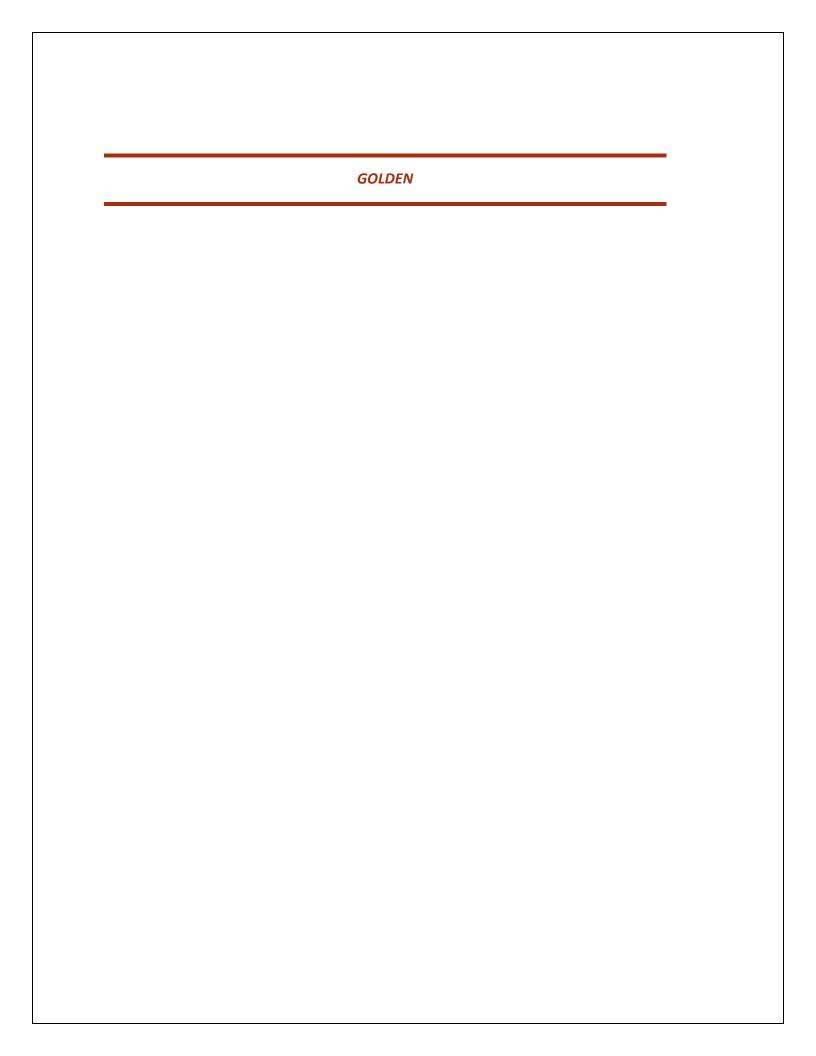
ATTEST:

City Clerk

Passed and adopted on final reading on the 17th day of May, A.D. 2011.

ATTEST:

City Clerk



All businesses operating in the City of Golden must obtain a Sales & Use Tax License. This includes professional services, charitable operations, home businesses, temporary vendors and door-to-door solicitors.



911 10TH ST. GOLDEN, CO 80401

APPLICATION
Fee \$20.00

SALES/USE TAX LICENSE

Phone: (303) 384-8024 · Fax: (303) 384-8001

Questions regarding Application

Certificates will not be issued unless this form is filled out entirely. Please mark all that apply.

BUSINESS INFORMATION New Business in Golden Business Name □ Home-Based Business Physical Address ____ ______ State _____ Zip ____ Business Phone: _(_______ Business Fax: _(_______ ISSUANCE OF YOUR TAX Business Web Address: _____ LICENSE DOES NOT IMPLY Business Email: COMPLIANCE WITH ALL **MAILING INFORMATION** CITY DEPARTMENTS OR Mailing Address _____ OTHER JURISDICTIONS ______ State ______ Zip ______ ☐ Monthly Reporting Frequency: *Quarterly □ *Annually * Please note, you may only file annually if you have no retail sales and are only providing a service, and quarterly if tax is less than \$60.00 monthly. Have you remitted tax to us in the past? If so, please note when: Taxpayer representative Name Phone Number _____ State _____ Zip ___ Location of Records: City _____ New Business Type of Ownership: (check one) ☐ Sole Proprietorship ☐ Partnership □ Corporation ☐ Non-Profit Corporation (No Fee, Attach Proof) ☐ Other, Please Explain OWNER / OFFICER INFORMATION Owner/President _____ Drivers Licence # ____ (attach copy) Vice President ______ Drivers Licence # _____ (attach copy) Date you started / Will open business ___ Description of business (please detail types of service(s) / product(s) and nature of business Is your business physically located in the City of Golden? \square Yes \square No \square If yes, complete page 2. I declare, under penalty of perjury, that this application has been examined by me and the statements made herein are made in good faith pursuant to the City of Golden tax laws and ordinances and, to the best of my knowledge and beliefs, are true, correct and complete. Print or type name _____Title Authorized Signature ______ Title _____ Date FOR CITY USE ONLY Entered _____ Account

IF YOUR BUSINESS IS PHYSICALLY LOCATED IN GOLDEN - COMPLETE THE FOLLOWING

BUSINESS INFORMATION

Do you report hazardous materials under EPCRA or 112R?				
What is the location of your onsite Hazmat Inventory List?				
What is the location of your onsite Hazmat Storage Plan?				
What is the location of your onsite Material Safety Data Sheet?				
Building Square Footage Business S	Square Footage		_	
Do you have an alarm system?				
Fire Alarm Monitoring Company				
Fire Alarm Service Company				
Burglar Alarm Company				
Burglar Alarm Service Company	Phone #		Ac	:ct #
Are you a home based business?				
For Home Based Businesses - Number of Employees, including you	rself			
If you provide Daycare, # of Children				
OWNER / OFFICER INFORMATION				
Owner/President Ho	ome Phone #		Cell #	
Home Address				
Vice President Ho				
Home Address				
Secretary Ho				
Home Address				
Treasurer Ho				
Home Address				
Name of <i>Previous</i> Business Owner				
Name of <i>Previous</i> Business				
	- 1088	_		
LOCAL EMERGENCY CONTACTS (List a minir	num of 3 in the order you want	them calle	ed by di	spatch)
LOCAL EMERGENCY CONTACTS (List a minir			•	·
	ome Phone #	(Cell #	•
Name Ho	ome Phone #	(Cell #	_ Zip
Name Ho Home Address	ome Phone # City ome Phone #	(Cell # Cell #	_ Zip
Name Ho Home Address Ho Name Ho	ome Phone # City ome Phone # City	(State (State _	Cell #	Zip



Chapter 5.12



VENDORS AND PEDDLERS

Sections:.

5.12.010 Solicitations prohibited by posting of "No Solicitation" or "No Trespassing" sign.
5.12.020 Attempt to obtain invitation prohibited.

5.12.030 City council approval.

5.12.010 Solicitations prohibited by posting of "No Solicitation" or "No Trespassing" sign.

No person shall enter or remain upon any public or private premises in the city, not having been requested or invited by the occupants thereof, for the purpose of soliciting the immediate or future purchase or sale of goods, services, or any other thing of value, or to solicit a gift or donation when a "No Solicitation" sign or "No Trespassing" or any other sign of similar import or meaning is posted at or near the entrance(s) to such premises. This provision shall apply to all solicitations, including, without limitation, those that are by a religious, charitable, school and civic organization, or other organization eligible for exemption under Section 501(C) of the Internal Revenue Code. (Ord. 5946 § 1 (part), 2015; Ord. 4513 § 2 (part), 2000)

5.12.020 Attempt to obtain invitation prohibited.

No person shall attempt to obtain, by telephone or otherwise, an invitation to visit any private residence for the purpose of soliciting the purchase or sale of goods, services, or any other thing of value, by knowingly making a false or deceptive representation or statement. (Ord. 5946 § 1 (part), 2015; Ord. 4513 § 2 (part), 2000)

5.12.030 City council approval.

No person shall sell or offer for sale any goods, services, or any other thing of value from or upon any street, alley, sidewalk, park or property owned or controlled by the public or by the city, except as may be authorized by the city council. The city council shall have the power to grant the privilege of selling or offering for sale any goods, services, or any other thing of value from or upon any street, alley, sidewalk, park, or property owned or controlled by the public or by the city pursuant to permit, request competitive bid, or otherwise as the council may from time to time determine. Such privilege shall be upon such terms and conditions as the city council deems appropriate to avoid an excess of vendors, derive revenue for the city, address public health and safety concerns, and to serve the public need. The city council delegates to the city manager or his designee the power to act on behalf of the city council in granting the above privileges, subject to the same terms and restrictions set forth above. (Ord. 5946 § 1 (part), 2015; Ord. 4803 § 6, 2003; Ord. 4513 § 2 (part), 2000)



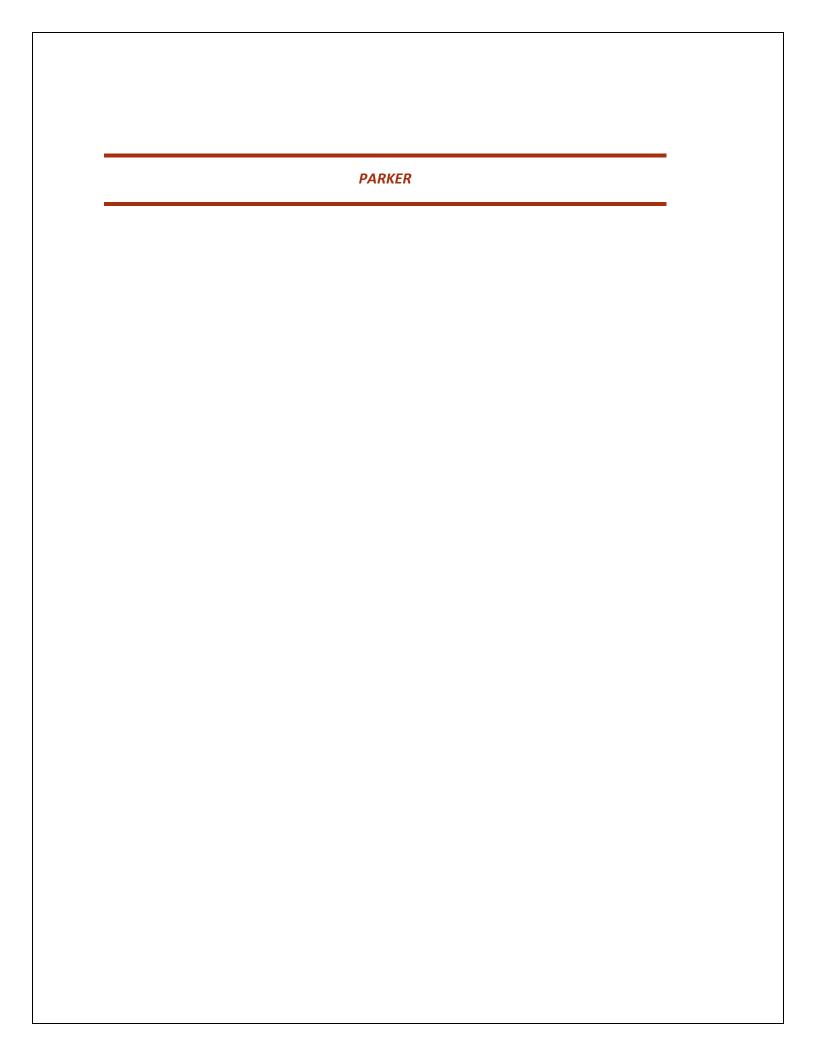
Sales Tax License Application

Revenue Division 500 East Third St., STE 110 Loveland, CO 80537 (970) 962-2708 FAX (970) 962-2927 salestax@cityofloveland.org cityofloveland.org/salestax

Loveland does not have a Business License. This application is for a sales tax license. \$20 application fee.

	1) Legal/True Name of Business (Last, First if Individu	al)					CIT	Y USE ONLY
							Acct	MANUS MARINAN
	2) Trade Name (Doing Business As) (If Applicable)							
							GEO	NAICS
_	3) Location Street Address with Suite Number (No PO	Boxes)	1					
iğ.							MILETER	
ĮË	4) City 5) S	tate	6) Zip Co	de	7) Federa	il Employer ID	8) Colorado Sa	ales Tax Account
A - Registrant Information								
In	9) Reason for Filing (check only one)				•	eck only one):		
gist	☐ New Registration (Including registration of new Id	ocation)		ı		Proprietor		
1%	Update Information for License:			☐ Corpo				
¥.	☐ Business Purchased or Merged (Complete Sec	ction D)	l	F		y Company (LLC	*	
PART	11) Location/Account Type (check only one):			1		Seneral or Limite	•	
-				1		y Partnership (L	LP or LLLP)	
	Commercial (Including retail, office, and industrial	location	ns)	□ Non-F				
	☐ Out of City Location(s) ☐ Catalogue or Internet Sales Account			☐ Trust ☐ Gove				
	- Catalogue of Internet Cales Account				Entity T	voe:		
					,			
П			Licensi	ing Info	rmation			A market and the
	12) Send Licensing Correspondence Care Of			13) Licen:	sing Phon	e Number	14) Licensing 6	E-mail Address
	15) Mailing Address for Licensing Correspondence							
	16) City 17) S	State 1	18) Zip C	ode		A COLOMBIA DE LO COLO	remineral Primary Control	TOPPONISOS A INC.
-			-, -, -					
at:		Tax	Comp	liance Ir	ıformat	ion		
& Contact Information	19) Send Tax Correspondence Care Of			20) Tax C	ompliance	Phone Number	21) Tax Compl	iance E-mail Address
1								
ntac	22) Mailing Address for Tax Correspondence							
S	23) City (24) S	State 12	25) Zip C	ode		MINISTER PROGRAMME	by care on the comment	
90	24,0	2	-0, z.p 0	000				
Address		Third	Party F	reparer	Inform	ation		
- A	26) Preparer Name			27) Prepa	rer Phone	Number	28) Preparer E	-mail Address
H B				25,7 15,225 2 110117103155				
PARTB	29) Mailing Address for Third Party Preparer							
	201 Ch.,	D1-1- Is	201 21- 0					
	30) City 31) S	State 3	32) Zip C	oae				
	33) Address where Tax Records may be Inspected (No	PO Bo	ixes)					
	34) City 35) S	State 3	36) Zip C	ode				
						NAME OF THE OWNER, THE		

This form has 2 pages. Both pages must be completed. Incomplete applications will be returned.



Peddler and Solicitor Permits

Purpose of Ordinance

The Town of Parker has adopted the <u>Peddler and Solicitor Ordinance</u> to protect its citizens' right to privacy in their own homes, preserve the public peace and order, and to protect the public safety and welfare. Therefore, all Peddlers and Solicitors who engage in door-to-door sales in residential areas are required to register with the Town Clerk's Office to obtain a permit AND are required to obtain a Parker Business License AND remit the appropriate Sales Tax on all transactions.

Permit applications may be submitted to the Town Clerk's Office by appointment only, Monday through Thursday, 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. To make an appointment, please contact the Town Clerk's Office at 303.805.3198 or by email at clerk@parkeronline.org.

Requirements

In order to obtain a Peddler and Solicitor Permit, all Peddlers and Solicitors shall:

- 1. Submit an Application for Registration as Door-to-Door Solicitor and submit the \$50 permit fee;
- 2. Obtain a valid Town of Parker Sales Tax License (Business License):
- 3. Complete a Criminal History background check;
- 4. Purchase individual identification badges for each individual engaging in door-to-door sales for \$30 each; and
- 5. Remit Sales Tax on all transactions.

The Town of Parker may deny a permit to any individual who does not meet the qualifications of the Peddler and Solicitor Ordinance. Violations of the ordinance are a misdemeanor and conviction carries a fine of up to \$499. For more information please refer to the <u>Peddler and Solicitor Ordinance</u>.

Exemptions

Certain individuals are exempt from these registration requirements, including:

- · Anyone delivering newspapers, milk, bread, firewood and farm produce;
- Anyone whose activities advocate civic, religious, charitable or political causes;
- · Companies that have a franchise agreement with the Town;
- Members of nationally-recognized non-profit organizations participating in fundraising events (i.e. Boy Scouts, Girl Scouts, Boys and Girls Clubs of America);
- School children engaged in school-authorized or sponsored fundraising activities.

Exempt persons engaging in door-to-door sales or solicitation of contributions are not required to obtain identification cards.

Do Not Solicit List

Residents can request their home address be placed on the Do Not Solicit list for commercial solicitations. It is the responsibility of the permit holder to obtain and review a copy of the <u>current Do Not Solicit List</u> when they receive their permit and at regular intervals thereafter.

To add your name to the Do Not Solicit List, use our <u>online request form</u> or email the Town Clerk at clerk@parkeronline.org, including your First and Last Name, Street Address, Subdivision and Phone Number. Registration for the Do Not Solicit List will go into effect within 30 days after the request is received by the Town.

More Information

For more information about Peddler and Solicitor Permits, please contact the Town Clerk's Office at 303.805.3198 or by email at clerk@parkeronline.org.

Select Language | ▼

entercomtownofparkerdirectsite entercomtownofparkerdirectconversion



Application for Peddler and Solicitor Permit

for Door-to-Door Commercial Solicitation Activity

Town of Parker, Town Clerk's Office 20120 E. Mainstreet, Parker, CO 80138 P: 303.805.3198 F: 303.840.9792 Email: clerk@parkeronline.org

Full Name of Applicant:	Date:		
Business Name:	Bus. Phone:		
Business Address:			
Nature of Door-to-Door Commercial Solicitation	on Activity:		
Colorado Corporation/Foreign Corporation: (0	Check One)		
I am NOT a foreign (non-Colorado) corporat corporation.	ion or an employee of a foreign (non-Colorado)		
I AM a foreign (non-Colorado) corporation or corporation (must provide corporation information	The state of the s		
Corporation Name:	Business Phone:		
Corporation Address:			
Name of Agent Residing in Colorado:			
I have been efficient the fall and any (latter)			
I hereby affirm the following: (Initial)			
I have attached a list of authorized persons permit; and	s to engage in door-to-door solicitation under this		
I have obtained a valid Town of Parker Sal	es Tax/Business License.		
	ne "Do Not Solicit" List and agree not to solicit at the d that I must obtain regular updates for the "Do Not o) of the Parker Municipal Code.		
I currently hold a Peddlers or Solicitors Licens	se in the following municipalities:		

The following individuals employ or supe	ervise me:
Name:	Business Phone:
Business Address:	
Name:	Business Phone:
Business Address:	
	permits: (Not to exceed 25) and have attached ers of each authorized person who will engage in door-to
requirements of Chapter 5.05 of the Parke applicable law and I understand that in ac	agree to abide by the terms, conditions and er Municipal Code regarding Solicitors and all other Idition to any civil or criminal penalties authorized by tarker may revoke my registration should I fail to nicipal Code or other applicable laws.
	Applicant's Signature
	Date

FOR OFFICE USE ONLY				
Date of Issuance				
Expiration Date				
Amount Paid				
Number of Permits				



Listing of Authorized Persons

for Door-to-Door Commercial Solicitation Activity

Town of Parker, Town Clerk's Office 20120 E. Mainstreet, Parker, CO 80138 P: 303.805.3198 F: 303.840.9792 Email: clerk@parkeronline.org

For each person listed below, Applicant must attach a current (no more than 60 days prior to application) copy of each person's criminal background check, as provided by the Parker Police Department *OR* the person to be authorized must provide authorization for the Town Clerk to conduct a criminal background check.

1.	Full Name:			Date of Birth:	
	Address			Phone:	
	Height:	_ Weight:	Eye Color:	Hair Color:	
	Driver's License N	lumber:	State of Iss	uance:	
	License Plate Nur	nber:	State of Iss	uance:	
	Name of Vehicle	Owner:			
2.	Full Name:			Date of Birth:	
	Address			Phone:	
	Height:	_ Weight:	Eye Color:	Hair Color:	
	Driver's License N	lumber:	State of Issu	uance:	
	License Plate Nur	nber:	State of Issu	uance:	
	Name of Vehicle (Owner:			
3.	Full Name:			Date of Birth:	
				Phone:	
	Height:	_ Weight:	Eye Color:	Hair Color:	
	Driver's License N	lumber:	State of Issu	uance:	
	License Plate Nun	nber:	State of Issu	Jance:	
	Name of Vehicle C	Owner:			



Authorization, Waiver and Release for Criminal Background Check

for Door-to-Door Commercial Solicitation Activity

Town of Parker, Town Clerk's Office 20120 E. Mainstreet, Parker, CO 80138 P: 303.805.3198 F: 303.840.9792 Email: clerk@parkeronline.org

Applicant Full Name:		Date of Birth:		
Address:				
Home Phone:	Work Phone:	Cell Phone:		
	, including arrest records and any	he Town of Parker (the "Town") to obtain other information that may be received by		
Solicitor Permit pursuant to of Parker its agents and er application for a Peddler a	o Chapter 5.05 of the Parker Mun mployees from any and all claims nd Solicitor Permit. I understand	ng my application for a Peddler and icipal Code, I agree to release the Town and liability associated with my that should information of a serious information may be turned over to the		
	of this release form will be valid a ses not contain an original writing	s an original thereof, even though the said of my signature.		
This waiver and release is	valid for a period for one (1) year	from the date of my signature.		
Should there be any quest the information listed on the		er and release, you may contact me with		
Signature of Applicant		Date		
Printed Name				
	Do Not Solicit Li	ist		
I, agree not to solicit at the a updates for the "Do Not So Code.	ddresses contained therein. I furl	n a copy of the "Do Not Solicit" List and ther understand that I must obtain regular ion 5.05.050(b) of the Parker Municipal		
Signature of Applicant		Date		



REGISTRATION FOR "DO NOT SOLICIT" LIST

** This "Do Not Solicit" registration applies only to Town of Parker residences.

To verify residence eligibility, you can visit the Douglas County Assessor web page and follow the instructions below.

To open the Assessor page in a new window, click here.

To open the Assessor page in this window, click here.

Assessor Web Page Instructions:

- 1. In the Real Estate Property Search, enter your street number and click Search.
- 2. Locate and click on the Account No that applies to your address.
- 3. Click on the Tax Authority tab. If there is a "Town of Parker" entry listed in the Authority Name column of the Tax District Details section, the residence is eligible for registration.

To register, please provide the following information and click the Submit button.

** Only one (1) registration is required per address. Duplicate address registration requests will not be processed. To view a current list of processed and approved addresses, click <a href="https://example.com/here/be/he

First Name

Street Address		
Subdivision	Subdivisions are listed by "Sales Name Developer Name"	,
Phone Number		

Email Address

** Request processing shall take effect within thirty (30) days after the request has been received by the Town Clerk.

Approved registrations will remain in effect until cancelled by the owner or occupant of the registered property.

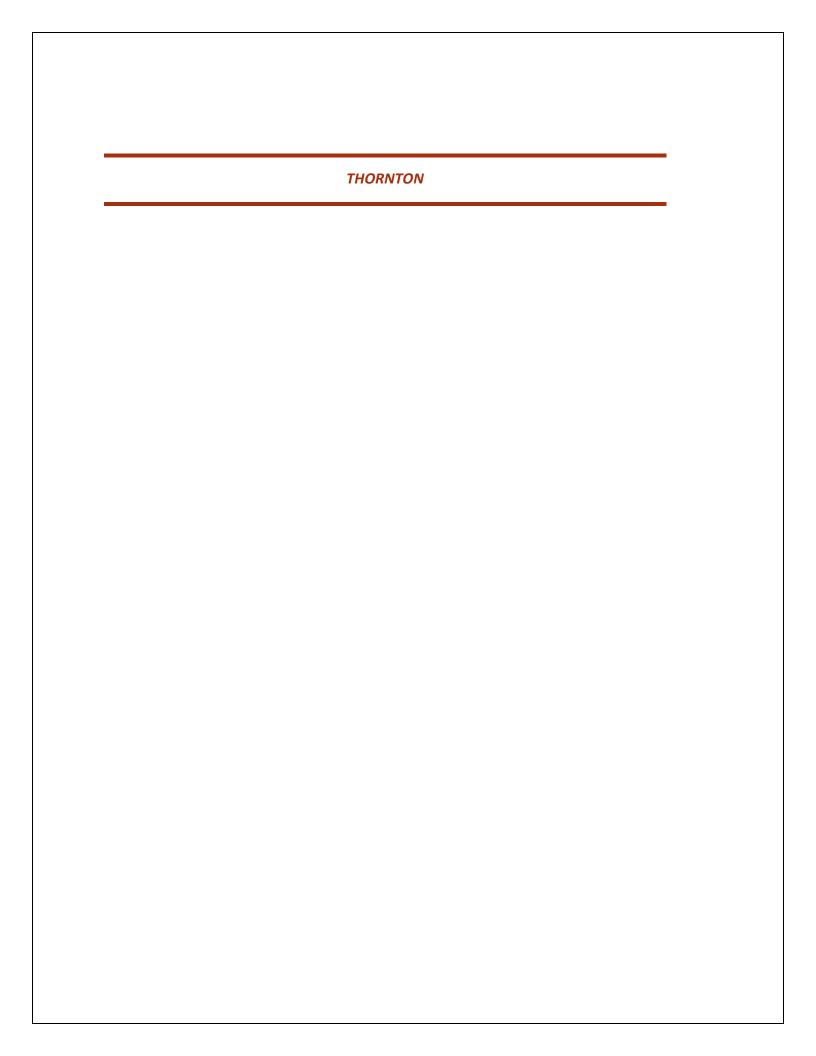
Submit

		16371 E. Black Horn Drive 34 * 64
Antelope Heights	Antelope Heights	16371 E. Black Horn Drive
Antelope Heights	Antelope Heights	16375 East Hollow Horn Avenue
Antelope Heights	Antelope Heights	16398 E Hollow Hom Ave
Antelope Heights	Antelope Heights	16402 e black horn drive
Antelope Heights	Antelope Heights	16443 E. Black Horn Dr.
Antelope Heights	Antelope Heights	16450 East Black Horn Drive
Antelope Heights	Antelope Heights	16468 E Jackalope Dr
Antelope Heights	Antelope Heights	16491 E Jackalope Dr
Antelope Heights	Antelope Heights	16498 E. Black Horn Dr.
Antelope Heights	Antelope Heights	16530 E Black Horn Dr
Antelope Heights	Antelope Heights	16558 E. Hollow Horn Ave.
Antelope Heights	Antelope Heights	16590 E Hollow Horn Ave
Antelope Heights	Antelope Heights	16607 East Prairie Goat Avenue
Antelope Heights	Antelope Heights	16646 E Hollow Horn Ave
Antelope Heights	Antelope Heights	16658 E. Black Horn Drive
Antelope Heights	Antelope Heights	16674 E Hollow Horn Ave
Antelope Heights	Antelope Heights	16702 E. Hollow Horn Ave.
Antelope Heights	Antelope Heights	16753 E Hollow Horn Avenue
Antelope Heights	Antelope Heights	16786 E Black Horn Drive
Antelope Heights	Antelope Heights	16799 E. Prairie Goat Ave
Antelope Heights	Antelope Heights	16801 E Black Horn Drive
Antelope Heights	Antelope Heights	16815 E Prairie Goat Ave
Antelope Heights	Antelope Heights	19787 E Black Horn Dr
Anthology	Stroh Ranch	11575 pine canyon dr
Anthology	Stroh Ranch	12541 Prince Creek Drive
Anthology	Stroh Ranch	12704 Espera Way
Anthology	Stroh Ranch	12782 E Espera Way
Anthology	Stroh Ranch	12813 Domingo Ct
Anthology	Stroh Ranch	12825 Arezzo Cir
Anthology	Stroh Ranch	12825 Arezzo Circle
Anthology	Stroh Ranch	12838 Arezzo Cir
Anthology	Stroh Ranch	12840 Ventana St
Anthology	Stroh Ranch	12858 Arezzo Cir

12889 Arezzo Circle

Stroh Ranch

Anthology



COUNCIL COMMUNICATION

B. 0 - 43								
Meeting Date:	Agenda Item:	Agenda Location:	Work Plan #	Legal Review	:			
July 26, 2016		Action Items			X 1 st Reading 2 nd Reading			
Subject: An ordinance as	subject: An ordinance amending Section 38-1 pertaining to the definition of Solicitor and Canvasser,							
and Sections 20 100	20 207 ~~~	20 042	l - t!	e	t and danitaboot,			
and Sections 38-180,	30-201, and .	38-213 pertaining to	regulation (of solicitors	generally and on			
streets, highways, sidev	valks, and nut	blic places of the The	ornton City C	odo				
orroote, riigitivaye, side	valito, and pu	plic places of the Th	officer City C	oue.				
Recommended by: Gary G. Jacobson Approved by: Jack Ethro					Ordinance previously			
Presenter(s): Gary G. Jacobson, Interim City Attorney] i	ntroduced by:			
· · · · · · · · · · · · · · · · · · ·	ioobooii, iiitoi	Only / monitor						
				-				

SYNOPSIS:

The proposed ordinance amends the City's ordinance regulating Soliciting and Canvassing and associated definitions, amends references to soliciting in the City's ordinance that prohibits persons from contact with vehicles while on highways, and amends the City's ordinance that prohibits vendors from obstructing public streets, sidewalks and other public places.

The United States Supreme Court's recent decision declared unconstitutional any content based regulation, due to the First Amendment's protection of speech. As a consequence of that ruling, the City's ordinances dealing with the regulation of solicitors and vendors must be amended to clearly regulate only conduct, not conduct based upon the expression of ideas, viewpoints, or ideology or the promoting of any type of business based upon any specific topic.

RECOMMENDATION:

Staff recommends Alternate No. 1, approval of the ordinance to more precisely regulate only conduct not content based activity.

BUDGET/STAFF IMPLICATIONS:

None.

ALTERNATIVES:

- 1. Adopt all amendments and definitional changes.
- 2. Do not adopt the ordinance amendments which would put the City at greater risk of potential court action by enjoining the enforcement of any of these ordinances.

BACKGROUND:

The City's ordinances that are proposed to be amended were enacted as follows: Section 38-180, No Soliciting or Canvassing was enacted on October 10, 2006, Section 38-207, Blocking streets or sidewalks; soliciting on streets or sidewalks was enacted on September 11, 1995, Section 38-213 Unlawful disturbance or obstruction by vendors was enacted on August 2, 1966. The U.S. Supreme Court issued the decision in the Reed v. Town of Gilbert case on June 18, 2015.

NTRODUCED	BY:
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AN ORDINANCE AMENDING SECTION 38-1 PERTAINING TO THE DEFINITION OF SOLICITOR AND CANVASSER, AND SECTIONS 38-180, 38-207, AND 38-213 PERTAINING TO REGULATION OF SOLICITORS GENERALLY AND ON STREETS, HIGHWAYS, SIDEWALKS, AND PUBLIC PLACES OF THE THORNTON CITY CODE.

WHEREAS, the City regulates soliciting or canvassing pursuant to Section 38-180 and defines those terms in Section 38-1 definitions; and

WHEREAS, the City regulates solicitation on streets or highways pursuant to Subsections 38-207 (a) and (d); and

WHEREAS, the City also regulates solicitation on public sidewalks and other public places pursuant to 38-213; and

WHEREAS, in a recent decision the United States Supreme Court ruled that any ordinance that regulates speech or conduct based on the content of the message expressed is unconstitutional; and

WHEREAS, when the City exercises its police power to protect and promote the public health, safety and welfare, it must do so within constitutional standards established by the U.S. Supreme Court; and

WHEREAS, amendments to Sections 38-1, 38-180, 38-207, and 38-213 of the Code regarding the regulations of canvassers and solicitors are necessary to regulate only conduct and not conduct based upon any type of speech; and

WHEREAS, the City finds these amendments are necessary to regulate conduct that may threatened the public safety, safety and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF THORNTON, COLORADO, AS FOLLOWS:

1. Section 38-1 is hereby amended by the addition of the words double-underlined and the deletion of the words stricken to read as follows:

Sec. 38-1. Definitions.

Canvasser means any individual, whether-a-resident of the City or not, who travels from private residence to private residence for public, political, religious-or-social purposes, but does not include solicitor.

Solicitor or peddler-means any individual, whether a resident of the city or not, who engages in or attempts to engage in any type of contact for solicits—for contributions or for the purchase or sale of goods or services of any nature any

<u>purpose</u> whatsoever-from at a point of entry to any private residence.

2. Section 38-180 and subsections (a) and (b) are hereby amended by the deletion of the words stricken to read as follows:

Sec. 38-180. No soliciting-or-canvassing.

- (a) It shall be unlawful for any solicitor—or—canvasser to solicit—or canvass at a private residence whereon a sign has been conspicuously displayed with the words "no solicitors" or "no soliciting."
- (b) It shall be unlawful for any eanvasser, peddler or solicitor to remain on a private residence after the occupant requests the eanvasser, peddler or solicitor to leave, whether or not any "no solicitors" or "no soliciting" signs have been displayed.
- 3. Subsection 38-207 (a) and (d) are hereby amended by the addition of the words double-underlined and the deletion of the words stricken to read as follows:

Sec. 38-207. Blocking streets or sidewalks; solicitation on streets or highways.

- (a) The purpose of this section is to prevent dangers to persons, including juveniles placed in hazardous situations, and to property, to prevent delays, and to avoid interference with pedestrian and traffic flow. Roadways that have center medians are designed to deal with specific traffic flow problems—net for the—solicitation—or—selling—of—goods. Any delay or distraction to motorists traveling on such roadways or highways may interfere with traffic planning. Sidewalks are designed to transport pedestrians safely and efficiently and any obstruction that impedes travel disturbs planned pedestrian flow.
- (d) It shall be unlawful for any person to to solicit or attempt to solicit employment or contributionsengage in or attempt to engage in any type of contact or conduct business of any kind and for any purpose from or with an occupant of any vehicle on any street, roadway or highway included in the interstate system, including any entrance to or exit from such highway.
- 4. Section 38-213 is hereby amended by the addition of the words double-underlined and the deletion of the words stricken to read as follows:

Sec. 38-213. Unlawful disturbance or obstruction by vendors.

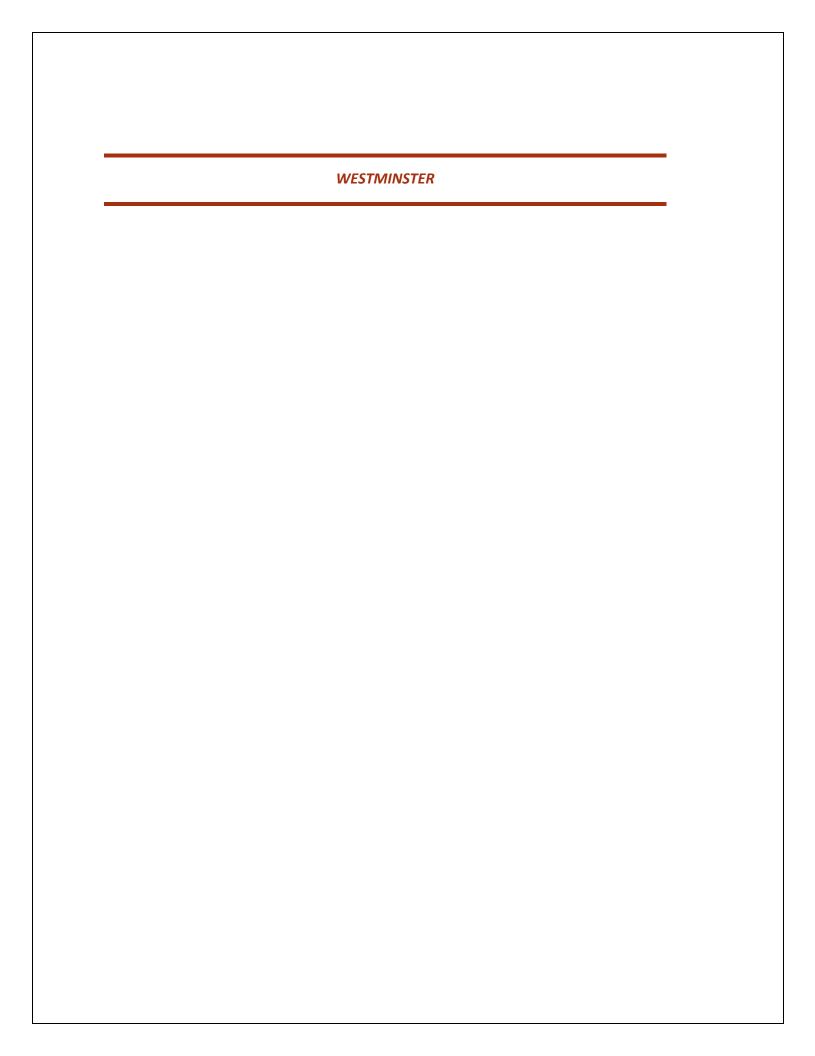
It shall be unlawful for any person engaged in any type of activity the sale of newspapers, magazines or other goods or merchandise to make any unnecessary sound-or noise, which in any way to obstructs any sidewalk or other public place or to disturb or impedes others from using a sidewalk or other public place.

- 5. If any portion of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the constitutionality or validity of the remaining portions of this ordinance. City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared unconstitutional or invalid.
- 6. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portions hereof are hereby repealed to the extent of such inconsistency or conflict.
- 7. The repeal or amendment of any provision of the Code by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.
- 8. This ordinance shall take effect upon final passage.

INTRODUCED, READ, PASSED on first ordered published by the City Council of the C, 2016.	st reading, ordered posted in full, and title ity of Thornton, Colorado, on
PASSED AND ADOPTED on second ar	nd final reading on, 2016.
	CITY OF THORNTON, COLORADO
	Heidi K. Williams, Mayor
ATTEST:	
Nancy A. Vincent, City Clerk	
Harley A. Villeelit, Oity Clerk	

THIS ORDINANCE IS ON FILE IN THE INSPECTION.	CITY CLEF	RK'S OFFICE	FOR	PUBLIC
APPROVED AS TO LEGAL FORM:				
Gary G. Jacobson, Interim City Attorney				
PUBLICATION:				
Posted in six (6) public places after first and so	econd readir	ngs.		
Published in the Northglenn-Thornton Sentine and after second and final reading on				, 2016,

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Westminster

NO permit is required for door-to-door soliciting. However, the appropriate Sales Tax License is required for all local, home based or remote businesses selling goods or merchandise via door-to-door. Complete the <u>Business Registration Form</u> to obtain this license.

It shall be unlawful for any person to solicit or attempt to solicit or to invite or attempt to discuss, verbally or in written form, ideas and issues, or distribute written information, at any private residence which has been posted with a sign stating "no solicitations," "no trespass" or a sign with similar meaning.

Solicitors shall be allowed to solicit in residential areas between the hours of 8 a.m. and 8 p.m.



Business Registration

City Clerk 4800 West 92nd Avenue Westminster, CO 80031 (303) 658-2162 FAX (303) 706-3924 licensing@cityofwestminster.us www.CityofWestminster.us

In order to ensure legibility, please fill in fields using PDF reader. Incomplete registrations will be returned.

	1) Legal/True Name of Business (Last, First if Individual).	Repeat on	Page 2	*		CITY USE ONL	Y
				Acct		LŤ	
	2) Trade Name (DBA) of Business (if any up to 30 characters)			1			
_				I. Class		Area	
- Registrant Information	3) Federal Employer ID 4) Colorado Sales Tax Accor	unt	5) Other Westmins	ler Accounts			
E					1000		
===	6) Reason for Filing (check only one)	E5543	7) Legal Form (che	ck only one):			
	New Registration (including regsitration of new location)	on)	☐ Individual/Sole	e Proprietor (81) (V	erification	of Lawful Presence	required)
gis	Update Information for Account:	_	10.00	ncluding PC) (83)			
8	☐ Business Purchased or Merged		□Limited Liability Company (LLC) (84)				
4	☐ Change in Legal Form		Partnership (General or Limited) (82)				
PART	8) Location/Account Type (check only one):		☐Limited Liabili	ty Partnership (LLI	P or LLLI	P) (89)	
"	Commercial (Including retail, office, and industrial local	itions)	☐Non-Profit (85)			
ĺ	☐ Home Occupation (additional registration form require	ed)	☐Trust (87)				
	Out of City Location(s) (proceed to line 17)		☐Government (
L	Catalogue or Internet Sales Account (proceed to lin	ie 17)	☐Other Entity T	ype (80):			
			on Information				
	Out of City, Cata	ilogue, and	Internet accounts a	proceed to line 17			
	9) Location Manager Name	10) Local	lion ID	11) Location Phone	Number		
	12) Location Street Address with Suite Number (No PO Boxes)						
	13) City 14) State 15) Zip Code 16) Économic Development E-mail Address						
	17,533	1.5, 2.5		107 Economic Beve	opinent i	L-mail Addiess	
							
٦	Business Registration and Licensing Information						
≝ 	17) Send Business Licensing Correspondence Care Of		18) Licensing Phon	e Number	19) Licen	sing Fax Number	
E					·		
[…	20) Check the following if the licensing address is:	21) Mailir	ng Address for Busin	ness Licensing Cor	responde	nce	
ıta	☐ Same as Location Address (lines 12 - 15 above)						
ပိ		22) City			23) State	24) Zip Code	
S							
å	Tax Compliance Information 19) Licensing Fax Number 19) Licensing Fax						
	25) Send Tax Correspondence Care Of		26) Tax Phone Nun	nhar	271 Tay 5	ax Number	
PART B	aby only tax contospondenes data of		20/ Tax Filorie Nuit	inei	27) 1886	ax Number	
M. M.	28) Check one of the following if the tax address is:	29) Mailin	g Address for Tax F	orms, Notices, and	L Correspor	ndence	
	☐ Same as Location Address (lines 12 - 15 above)						
	☐ Same as Licensing Address (lines 21 - 24 above)	30) City			31) State	32) Zip Code	
	23) Chark and of the following if the records address is:	24\ 6 dd=			3.01- 50		
	theck one of the following if the records address is: 34) Address where Tax Records may be Inspected (No PO Boxes) ame as Location Address (lines 12 - 15 above)						
	Same as Licensing Address (lines 21 - 24 above)	35) City			36) State	37) Zip Code	
	Same as Tax Address (lines 29 - 32 above)					, ,	
			act E-mail Address				
			-mail Address	RE	EQUIRE	<u>-</u> υ	
		Alternate	E-mail Address:		_		

Authorized Agent

Signature Date **Printed Name** Title

Instructions for Business Registration

General Instructions

Purpose of Form. This form is used for persons engaged in business in the City of Westminster to register with the City and obtain the appropriate licenses.

Every person engaged in business in the City must hold the appropriate licenses. Some businesses are required to register even though they do not maintain a fixed commercial location within the City.

There is no fee for general business licenses, home occupation licenses, and sales & use tax licenses. Certain types of businesses will be required to complete supplemental registrations and pay the appropriate fees.

Submission. Complete all required line items and submit to:

City of Westminster City Clerk 4800 W 92nd Avenue Westminster, CO 80031-6387

Completed forms may also be submitted via facsimile or e-mail to: (303) 706-3924 or licensing@cityofwestminster.us.

Adobe PDF Fill-In. In order to improve legibility, the City has enabled this form to be completed using the Adobe Reader. This product can be downloaded at no charge from the Adobe website (http://www.adobe.com).

Registrants choosing not to complete the form using Adobe Reader must typewrite the form. Illegible forms will be returned without processing.



Data entered into form fields using Adobe Reader will not be transmitted to the City and cannot be saved. Once complete, the registration must be printed, signed, and submitted as described above. Retain a photocopy of the completed

registration for your records.

Review and Approval. Business registrations are reviewed by a variety of City departments to ensure compliance with building, land use, taxation, and other laws and regulations. This review process takes approximately three to four weeks. It is unlawful for any person to engage in business in the City without first obtaining the appropriate licenses.

It is important to submit the registration allowing sufficient time for review and approval prior to the start of business. Please review the registration for legibility, errors, and omissions which also may delay the time necessary to receive a license.

Additional Reminders & Resources

This is a legal document. Read all instructions carefully to ensure this registration is accurate and complete. Licenses to conduct business in the City may be denied, suspended, or revoked if the information contained in this registration is incomplete or contains false, misleading, or fraudulent statements.

Signature required. The person completing the registration must sign and date the form at the bottom. A printed name is

also required. If the registrant is not a natural person, the title of the officer or agent completing the form on behalf of the registrant must also be printed on the form. Forms without a signature will be returned.

Keep information updated. The information in this Business Registration is used by a variety of City agencies including the City Clerk, Police, Fire, Code Enforcement, Planning, Building, Sales Tax and Economic Development for health, public safety, land use, and other regulatory and informational concerns. It is critical that you report any changes in this information to the office of the City Clerk as soon as practicable. Please reference your assigned Westminster account number on any correspondence.

Westminster taxes. The Sales Tax Division collects Westminster taxes. For forms, Tax Compliance Guide publications on a variety of topics, and other resources, visit the Tax/License Toolbox section of the City website: http://www.CityofWestminster.us or call (303) 658-2065.

Trade name registration. An individual or entity transacting business in the state of Colorado under a name other than their legal or true name must register such trade name (also referred to as a "doing business as" or "DBA") with the Colorado Secretary of State. Additional information is available at http://www.sos.state.co.us.

State tax registration. In addition to registering with the City of Westminster, businesses must register with the Colorado Department of Revenue and may be required to register with other home rule cities. Additional information is available on the department's website: http://www.taxcolorado.com or by contacting the Taxpayer Services Division at (303) 238-7378. The department publishes a directory of home rule municipalities (publication number DR 1002) which is also available on their website.

Business signs. Businesses are required to obtain a permit from the City before erecting or maintaining a temporary or permanent sign. Sign regulations are contained in Title XI, Chapter 11 of the <u>Westminster Municipal Code</u>. Contact the Department of Community Development at (303) 658-2114 for additional information.

County taxes and information. Westminster is located within Jefferson county (west of Sheridan Boulevard) and Adams county (east of Sheridan Boulevard). Property taxes are collected by the county in which property is located. For information on county resources and property taxes contact:

Adams County: (303) 659-2120 Jefferson County: (303) 279-6511

Food service businesses. Food service businesses are required to obtain a permit from the health department. For more information contact:

Tri-County Health (Adams): (303) 220-9200 Jefferson County Health: (303) 232-6301

Specific Instructions

Line 1 - Legal/True Name of Business. Enter the legal name of the individual or entity registering exactly as it appears on the registrant's social security card, charter,

articles of organization, or other legal document. This is not normally the name of the individual completing this form.

Individuals/Sole Proprietors: Enter your last name followed by your first name as it appears on your social security card.

Corporations: Enter the name of the corporation as it appears in the articles of incorporation or corporate charter.

Limited Liability Company: Enter the name of the LLC as it appears in the articles of organization.

Partnerships: Enter the name of the partnership as it appears in the partnership agreement.

Trusts: Enter the name of the trust as it appears in the trust instrument.

Line 2 – Trade Name. Enter the name by which the registrant is known to the public if it is different than the legal name. Trade names are also referred to as "doing-business-as" or "DBA" names and must be registered with the Secretary of State (see above). If the trade name exceeds 30 characters, abbreviate it appropriately.

If the registrant is known by multiple trade names, enter the most common name (i.e. the name which will appear on business invoices and signage) and attach a sheet listing the additional trade names.



It is particularly important that local businesses list the name displayed on premise signage so that police and fire personnel can easily locate the business in case of an emergency.

Line 3 – Federal Employer Identification Number. Enter the registrant's nine digit Federal Employer Identification Number (EIN).

If the registrant is an individual or a single member disregarded LLC without an EIN, do not enter your social security number (or taxpayer identification number). Leave this line blank.

If the registrant has applied for an EIN, leave this line blank and file an update upon receiving the EIN from the Internal Revenue Service. For additional information on applying for an EIN visit, the IRS website: http://www.irs.gov.

Line 4 – Colorado Sales Tax Account. If applicable, enter the retail sales tax or retailers use tax account number issued to the registrant by the Colorado Department of Revenue. If the registrant has applied for a state sales tax account, leave this line blank and file an update upon receiving an account number from the Department of Revenue. For additional information on registering with the Department of Revenue, visit their website: http://www.taxcolorado.com.



Do not list an EIN or state sales tax account number on tax returns, forms, and other correspondence with the City. Upon approval of the registration, the City will issue a unique seven digit Westminster tax account number.

Line 5 – Other Westminster Tax Accounts. Each location within the City requires a separate license.

Sales made from locations outside Westminster, catalogue sales, and sales over the internet can be reported under a single account that is separate from accounts for locations in

the City. Taxpayers cannot add these sales to an account for a location in the City.

Provide any account numbers under which this registrant is registered with the City. In general, the first five digits of the new account number will remain the same with a unique number assigned for the last two digits. Do not list account numbers assigned to other individuals or entities related to the registrant even though they may share the same trade name.

Line 6 – Reason for Filing. Check the box which best represents the reason you are submitting this registration. Note that business licenses are generally not transferrable, and that a new registration will be required if the business is sold or merged into another entity.

Line 7 – Legal Form. Check the box next to the appropriate legal form. If the registrant's legal form is not listed, check the "other entity type" box and provide a description of the organization's legal form.



Pursuant to C.R.S. § 24-76.5-103, individuals and sole proprietorships are required to submit a Verification of Lawful Presence form in addition to this business registration. This form is available in the Tax/License Toolbox section of

the City website under Licenses. Out of City and catalogue and Internet only accounts do not need to complete this form.

Line 8 – Location/Account Type. Check the box which best describes the location for which a license is sought.

Commercial locations include all premises within the City (except residential dwellings) where any kind of trade, vocation, occupation, profession, enterprise, establishment, or other activity or matter, whether or not for profit, is operated, excluding those activities operated from a residential address. For licensing purposes, commercial locations include licenses for businesses operating and maintaining hotels/motels, multi-family dwellings, and residential care facilities.

Home Occupations include those activities operated in connection with the occupation of a dwelling unit (residence) in accordance with the City zoning code. Special restrictions apply to residential locations and a supplemental Home Occupation Registration form is required to be submitted with this business registration.

Out of City accounts are for registrants engaged in business in the City who do not maintain a fixed premise in the City. Out of city accounts are also for registrants with one or more locations in the City to report sales of property and services originating from location outside Westminster. Sales from multiple locations outside Westminster may be combined under a single out of city account, however, taxpayers may not report out of city sales using an existing commercial account.

Catalogue and Internet accounts are similar to out of city accounts. They are used for registrants who are required or desire, for the convenience of their customers, to collect tax on sales made through catalogues or via the Internet. Such sales may not be reported using an existing commercial account, however, businesses in the City with an account for out of City locations need not establish a separate catalogue and Internet account. Home occupations are not required to establish separate accounts for Internet sales.

Out of City, catalogue, and Internet accounts do not need to complete lines 9 through 16. Proceed to line 17.

Line 9 – Location Manager Name. Enter the name of the person responsible for the management and supervision of activities carried on in the City.

Line 10 – Location Identification. Businesses with multiple locations often assign each location a unique identification number or code. If you refer to this location by such a code, enter it on this line 10.

Line 11 – Location Phone Number. Enter the local phone number, including area code, of the location for which a license is sought.

Lines 12 through 15 – Location Address. Enter the street address of the location for which a license is sought. Include the suite, space, or unit number if applicable. Do not enter a post office box. Enter the city, state, and zip code. Zip+4 entries are permitted.

Line 16 – Economic Development E-mail Address. Enter a valid e-mail address to receive important news and information on City programs and events from the City's Economic Development office.

Line 17 – Business Licensing Contact. Enter the name of the individual or department to which correspondence regarding business registration and licensing should be directed. Such correspondence includes without limitation, licenses, renewal notices, and notices of adverse action.

Line 18 - Business Licensing Phone Number. Enter the phone number of the individual or department handling business registration and licensing inquiries.

Line 19 - Business Licensing Fax Number. Enter the facsimile number upon which correspondence regarding business registration and licensing is received.

Line 20 – Duplicate Address. If the address for business registration and licensing correspondence is the same as the location address listed on lines 12 through 15, check the box on this line 20 and proceed to line 25. Otherwise, complete lines 21 through 24.

Lines 21 through 24 – Business Licensing Address. Enter the mailing address of the individual or department to which correspondence regarding business registration and licensing should be directed. Post office boxes are permitted on this line. Enter the city, state, and zip code. Zip+4 entries are permitted.

Line 25 – Tax Compliance Contact. Enter the name of the individual or department to which correspondence regarding Westminster taxes should be directed. Such correspondence includes without limitation, tax returns, forms, notices of assessment, and audit notices.

Line 26 – Tax Compliance Phone Number. Enter the phone number of the individual or department handling tax inquiries.

Line 27 – Tax Compliance Fax Number. Enter the facsimile number upon which correspondence regarding taxes is received.

Line 28 - Duplicate Address. If the address for tax correspondence is the same as the location address or the business licensing address, check the appropriate box on this line 28 and proceed to line 34. Otherwise, complete lines 29 through 32.

Lines 29 through 32 – Tax Compliance Address. Enter the mailing address of the individual or department to which correspondence regarding Westminster taxes should be directed. Post office boxes are permitted on this line. Enter the city, state, and zip code. Zip+4 entries are permitted.



The Westminster Municipal Code requires that every person engaged in business in the City keep and preserve records suitable in content and form to allow the City to determine such person's tax liability. Audits are often conducted

at the location where books and records are maintained, but may also be conducted at City offices.

Line 33 – Duplicate Address. If the address where tax records are maintained is the same as the location address, the business licensing address, or the tax address, check the appropriate box on this line 33 and proceed to line 38. Otherwise, complete lines 34 through 37.



A street address where tax records are maintained is required. Do not check a duplicate address box if you entered a post office box for the business licensing or tax address. Complete lines 31 through 34.

Lines 34 through 37 – Tax Records Address. Enter the street address where tax records are maintained. Do not enter a post office box. Enter the city, state, and zip code. Zip+4 entries are permitted.

Line 38 – Legal Name of Registrant. In order to prevent the second page from being misplaced, enter the legal name of the registrant as it appears on line 1 of the first page.

Lines 39 through 50 — Owner, Officer, Partner, Manager, or Member Information. Enter the name, title, e-mail address, home street address, city, state and zip code of each owner, officer, partner, LLC manager, or principle LLC member. Do not enter a post office box. Do not enter the principle office or location address unless the registrant is a home occupation.

If there are more than two individuals, attach an additional, typewritten sheet listing the legal name of the registrant (from line 1) and containing all of the required information. Use only white, 8½" x 11" paper. Duplex printing is permitted.

Lines 51 through 53 – Prior Registrant. If this registration was caused by the purchase of an existing business, a merger, or a change in legal form, enter the name and Federal Employer Identification Number (if known) of the previous registrant. Enter the effective date of the purchase, merger, or change on line 53. The account of the previous registrant will be closed and a final tax return will be required.



In certain circumstances, a new owner may be liable for taxes owed by a previous owner. For more information, see Tax Compliance Guide topic 357 regarding business purchases.

Line 54 - Start Date in Westminster. Enter the date business commenced or will commence in the City. All registrants must enter a date. If you are unsure of the exact date, enter a date which best represents your anticipated start date and contact the Sales Tax Division at (303) 658-2065 if this date changes.

This date may be in the past if the registrant has been operating without a license. Prior period tax returns may be required.

New businesses in the City should list the opening date excluding prior construction and setup time. An initial use tax return is due on the 20th of the month following this date.

Out of City businesses should list the date of the first sale or contact within the City.

Line 55 – Hours of Operation. Certain types of businesses are allowed to operate only during specific times. Enter the proposed hours of operation for your business for each day of the week. If your business will not operate on certain days, enter "CLOSED" in the top "From" field under those days. Refer to Title V of the Westminster Municipal Code for additional information.

Line 56 – Internet Address. Commercial businesses within the City are listed in the business directory on the City website. The Internet address on this line 56 will be included in this listing if provided. Registrants need not list the "http://" portion of the address, but must include the "www" if applicable.

Line 57 – Home Occupation Business Directory Listing. Home occupations must opt-in to be included in the business directory on the City website. Check the box on this line 57 to opt in. Note that your home address will be included on the listing for your business. If you listed an Internet address on line 56, it will also be included.

Line 58 – Full Time Employees. Local businesses enter the number of employees working 32 or more hours per week at the location listed on lines 12 through 15. Out of City businesses should skip this line.

Line 59 – Part Time Employees. Local businesses enter the number of employees working fewer than 32 hours per week at the location listed on lines 12 through 15. Out of City businesses should skip this line.

Line 60 – Primary Business Type. Check the box which best describes the primary type of business to be conducted under this license. The type selected will be displayed in the business directory on the City website. If multiple types are applicable, choose the type which, in your opinion, best represents the primary business type. Check only one box.

Line 61 - Description of Goods Sold or Services Provided. Enter a brief (up to 30 characters including spaces) description of the goods sold and/or services provided. This description will appear in the business directory on the City website.

Along with the primary business type, this description will be used to evaluate this registrant's proposed use for public safety and land use compliance. This description will also aid the City Clerk in assigning a class code from the North

American Industry Classification System (NAICS). Be as specific as possible in 30 characters.

Line 62 – Liquor Sales. Check the box on this line 62 if the registrant proposes to sell liquor now or in the future. This line will aid the Planning Division in evaluating the location for zoning and land use restrictions. Contact the City Clerk for additional information on liquor licensing.

Line 63 – State Child Care License Number. Child care providers are required to obtain a license from the Colorado Department of Human Services (CDHS) prior to registering with the City. If the registrant will be providing child care services, enter the State license number on this line 63. For more information, contact CDHS at (303) 866-5958.

Line 64 – Requested Reporting Frequency. Every person engaged in business in the City must file a tax return annually even if no tax is due. Even service businesses that do not make taxable sales will likely have a use tax liability. For additional information on use tax, refer to *Tax Compliance Guide* topic 313.

Professional services and home occupations will usually be assigned an annual frequency. Depending upon the nature of the business and the average tax liability, some businesses will be required to file more frequently. Check the box representing your requested filing frequency.



If your business is occasional, making only one or two sales in the City per year in excess of \$1,000, select an annual filing frequency to avoid filing zero liability returns monthly.

Lines 65 through 66 - Information is no longer required.

Lines 67 through 75 — Emergency Contact Information. Local businesses, enter the name, title, and after hours phone number of up to three local emergency contacts. This information is used by the Westminster Police Communications Center in case of a police or fire emergency.

The persons on this list must be able to report to the business, make police reports, take charge of and/or secure the premises. Given the critical nature of this information, it is important that it is kept current. Report any changes immediately to the City Clerk.

Signature – After reviewing the registration for accuracy and completeness, sign the form on the lower portion of the second page. Print the name and title of the person who completed the return and the date it was completed.

Exhibit C		



No Knock Registration

Form Center

By signing in or creating an account, some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

First Name: *		Last Name: *
Email Address*		
Street Number*	Direction (if applicable) East West	Street Name /Apt. # *Please do not abbreviate street name, this form creates your mailing label**
	North	
	South	
Please Select Your Subc	livision: *	
Select One		V.
Zip Code*		
Email address		_
This field is not part of the	form submission.	

^{*} indicates a required field

TOWN OF CASTLE ROCK NO KNOCK LIST (6/21/2018 - Updated Daily)

www.CRgov.com/NoKnock

#	Dir	Street Name	Zip	Subdivision
927	East	6th Street	<u> </u>	
4294		Abstract	80109	Meadows
4278		Abstract St		Meadows
4258		Abstract Street		
4281	, <u>, , , , , , , , , , , , , , , , , , </u>	Abstract Street		
4287		Abstract Street		
4294		Abstract Street		
4295		Abstract Street		
4301		Abstract Street		
4301		Abstract Street		
4475		Addenbrooke Loop		
4509		Addenbrooke Loop		
4515		Addenbrooke Loop		
4518		Addenbrooke Loop	80109	Meadows
4520		Addenbrooke Loop		
4520		Addenbrooke Loop		<u> </u>
4535		Addenbrooke Loop		
4550		Addenbrooke Loop		
4551		Addenbrooke Loop		
4562		Addenbrooke Loop		
4569		Addenbrooke Loop		
6449		Agave Avenue	80108	Cobblestone
6461		Agave Avenue		Cobblestone
6501		Agave Avenue		Cobblestone
6515		Agave Avenue		Cobblestone
233		AHS Avenue		
3960		Alcazar Dr	80109	Meadows
3835		Alcazar Drive		
3835		Alcazar Drive	80109	Meadows
3857		Alcazar Drive		
3860		Alcazar Drive		
3860		Alcazar Drive		
3864		Alcazar Drive		
3865		Alcazar Drive		
3865		Alcazar Drive		·
3891		Alcazar Drive		¥
3912		Alcazar Drive		
3934		Alcazar Drive		
3957		Alcazar Drive		
3975	South	Alcazar Drive		
3988		Alcazar Drive		
4109		Alcazar Drive		
4118		Alcazar Drive		
359	East	Allen Street		
379	East	Allen #24 Street		
351	East	Allen #38 Street		



No Solicitation List

Subscribe address to no-solicit list

We will not share your email address with anyone, including solicitors. Email addresses will only be used to notify you when your registration on the No Solicitation list is expiring.

Your Co Email:	entact Information
Email ((confirm):
Address	Number:
Street	Direction:
Street	Name:
Street '	Type: ▼
Apt./U	nit Number:
Zip Cod	ie:
Note:	
	This list applies only to residences within the Fort Collins city limits. Your registration will be active in 30 days and will expire in 2 years.

Solicitation

home > departments > sales tax > solicitation

Translate ▼

No Solicitation List

The lists below shows all addresses currently subscribed to the no-solicitation list. Please choose from the various sorted documents below. The first set is in PDF format, and the second set is in Excel spreadsheet format.

- Street number, street name, zip code 🖹
- Street name, street number, zip code 🖹
- Zip code, street name, street number 🖹
- Zip code, street number, street name, 🗷
- Street number, street name, zip code 🖈
- Street name, street number, zip code 🖈
- Zip code, street name, street number 🖈
- Zip code, street number, street name, x

Fort Collins, Colorado USA

- **9** 40.585258, -105.084419
- **1** Local Facts and Demographics
- Poudre School District



REGISTRATION FOR "DO NOT SOLICIT" LIST

** This "Do Not Solicit" registration applies only to Town of Parker residences.

To verify residence eligibility, you can visit the Douglas County Assessor web page and follow the instructions below.

To open the Assessor page in a new window, click here.

To open the Assessor page in this window, click here.

Assessor Web Page Instructions:

- 1. In the Real Estate Property Search, enter your street number and click Search.
- 2. Locate and click on the Account No that applies to your address.
- 3. Click on the Tax Authority tab. If there is a "Town of Parker" entry listed in the Authority Name column of the Tax District Details section, the residence is eligible for registration.

To register, please provide the following information and click the Submit button.

** Only one (1) registration is required per address. Duplicate address registration requests will not be processed.

To view a current list of processed and approved addresses, click here.

First Name	Last Name	
Street Address		
	Subdivisions are listed by "Sales Name Developer Name"	
Subdivision	V	
Phone Number		
Email Address		

** Request processing shall take effect within thirty (30) days after the request has been received by the Town Clerk.

Approved registrations will remain in effect until cancelled by the owner or occupant of the registered property.

Submit



LEGAL REVIEW COMMITTEE

SUBJECT: PROCESS FOR EVALUATING SERVICES OF THE MUNICIPAL

JUDGES, PROSECUTOR, AND CITY ATTORNEY

DATE: AUGUST 28, 2018

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

At the previous Committee meeting, members discussed the need for an evaluation process for Council to use for appointed officials prior to reappointment. Chairperson Leh would like to discuss ideas for the evaluations in more detail

FISCAL IMPACT:

None at this time.

RECOMMENDATION:

Discussion

ATTACHMENT(S):

None.



LEGAL REVIEW COMMITTEE

SUBJECT: 2019 CITY ATTORNEY FEES

DATE: AUGUST 28, 2018

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

Please see the attached memo from City Attorney Light regarding a fee increase for 2019. Staff would like the Legal Committee to review the request and make a recommendation to the City Council. (This discussion is simply for fees, the Council as a whole will be discussing Legal Services more generally at the August 28 meeting.)

FISCAL IMPACT:

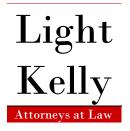
Any increase will be incorporated into the 2019 operational budget that Council will review and approve this fall.

RECOMMENDATION:

Discussion

ATTACHMENT(S):

1. Memo from City Attorney



Samuel J. Light (303) 298-1601 tel (303) 298-1627 fax slight@lightkelly.com

MEMORANDUM

TO: Mayor and Councilmembers

Legal Review Committee

Heather A. Balser, City Manager

City of Louisville

FROM: Samuel J. Light

DATE: July 31, 2018

SUBJECT: Fees for Legal Services

Based upon the firm's general review of its fees, services, and costs, we find it necessary to increase our rates for legal services to the City effective January 1, 2019. We last increased our fees on January 1, 2017. While cost-effective service to the City is a primary goal of our firm, we must also consider the ongoing increase in our own costs of doing business.

Additionally, we are pleased to announce that Dianne Criswell, former Legislative Counsel with the Colorado Municipal League, will be joining our firm in September. Dianne brings to the firm more than thirteen years of experience as an attorney practicing in the public sector, and we believe she will be a valuable resource to the City.

Attached is a copy of our fee schedule, which reflects rate increases of \$10/hour for partners and \$15/hour for associates effective January 1, 2019, and establishes a new fee category for senior associate under which Dianne's time will be billed starting in September. We will maintain our current flat monthly retainer of \$750 for attendance at regular council meetings. If acceptable to the City, the revised Exhibit A to our contract should be approved by the City Council. We have also included a revised Exhibit A for the Louisville Revitalization Commission (the only difference being omission of the flat retainer).

We have appreciated the opportunity to serve the City of Louisville, and look forward to continuing our services in 2019. We will, of course, continue to work with the City to identify and implement methods for managing legal work and fees.

Thank you for your consideration of this proposal, and if you have any questions or concerns, or care to discuss this matter, please contact me.

APPENDIX A – FEE SCHEDULE – CITY OF LOUISVILLE

Gene	eral Legal Services:			
(1) A	- Attorney time (except as per (3) - Principals - Senior Associates - Associates	\$205.00 per hour \$195.00 per hour \$180.00 per hour		
(2) P	aralegals/Law Clerks	\$ 90.00 per hour		
regul and s	Monthly retainer for attendance lar meetings of the Council short telephone calls requiring esearch:	\$750.00		
* Pri:	-	tive January 1, 2019. Senior Associate rates effective September		
<u>Expe</u>	enses:			
(1)	Copying:	\$.15 per page		
(2)	Travel:	No mileage or attorney time charge for travel to and from Louisville		
		For other travel, travel time will be billed one-way and current IRS per mile		
(3)	Long distance telephone calls:	at cost		
(4)	Delivery:	at cost		
AGR	REED AND ACCEPTED:			
LIGI	HT KELLY, P.C.	CITY OF LOUISVILLE		
By:_		By:		
Title	:	Title:		
Date	:	Date:		

APPENDIX A – FEE SCHEDULE – LOUISVILLE REVITALIZATION COMMISSION

Gene	eral Legal Services:			
 (1) Attorney time Principals Senior Associates Associates (2) Paralegals/Law Clerks 		\$205.00 per hour \$195.00 per hour \$180.00 per hour \$ 90.00 per hour		
* Pri 1, 20	-	effective January 1, 2019. Senior Associate rates effective September		
Expe	enses:			
(1)	Copying:	\$.15 per page		
(2) Travel:		No mileage or attorney time charge for travel to and from Louisville		
		For other travel, travel time will be billed one-way and current IRS per mile		
(3)	Long distance telephone calls:	at cost		
(4)	Delivery:	at cost		
AGR	REED AND ACCEPTED:			
LIGHT KELLY, P.C.		LOUISVILLE REVITALIZATION COMMISSION		
By:_		By:		
Title:		Title:		
Date:		Date:		



LEGAL REVIEW COMMITTEE

SUBJECT: MUNICIPAL COURT JUDGE APPOINTMENTS AND

COMPENSATION

DATE: AUGUST 28, 2018

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

In January, the City Council appointed Judge Wheeler as the Municipal Judge and Judge Thrower as the Deputy Municipal Judge; each to a two-year term. Earlier this year, Judge Wheeler requested another deputy judge be appointed so there is more flexibility in scheduling in case Judge Thrower is not available to cover in her absence. The Charter states the Council may appoint as many deputy judges as Council deems necessary. Given the request, members of the Legal Review Committee asked to review how often the judges oversee court and how they are compensated.

Generally, the Municipal Court holds sessions four days per month. Each session is about four hours on average. The schedule for the year is set in advance. Judge Thrower has filled in three times to date in 2018. Occasionally, additional sessions are scheduled for trials or other matters.

Councilmember Leh noted Judge Thrower was recently appointed as the municipal judge for Estes Park. It is common for judges and prosecutors to work for multiple courts, particularly in the smaller courts that only meet once or twice per month. Both Judge Wheeler and Judge Thrower work for multiple courts as does Prosecutor Cribari.

Compensation

The Charter states "The Council shall establish the compensation for the presiding municipal judge and each deputy municipal judge. The compensation shall not be dependent upon the outcome of the matters to be decided by the judge."

Ordinance No. 1706, Series 2015 states the presiding municipal judge shall receive as full compensation for the judge's services a yearly salary of \$31,200.00 payable on a monthly basis of \$2,600.00 per month, effective January 1, 2016. Each deputy municipal judge shall receive compensation for such deputy municipal judge's services as is set by city council resolution.

Resolution No. 82, Series 2015 set the compensation for the judge at \$70.00 per hour which was a change from previous practice of paying \$325 per court session. Looking at invoices, this has turned out to actually be a reduction in per hour pay for the judge which Council may want to address. By comparison, the Prosecutor is paid \$115 per hour.

LEGAL REVIEW COMMITTEE

SUBJECT: MUNICIPAL JUDGES

DATE: AUGUST 28, 2017 PAGE 2 OF 2

Other than the regularly scheduled court sessions the Municipal Judge also spends some time working on court administrative work and she swears in police officers and elected officials.

Some councilmembers have asked if the City should pay the judges on a per session basis rather than monthly or by the hour. That is at the discretion of the Council but would likely have to align with the next appointment/contracting cycle.

FISCAL IMPACT:

If Council decides to change how the judges are paid it could have a nominal impact on the budget.

RECOMMENDATION:

Discussion of if a second deputy judge should be appointed and if any of the pay rates should be adjusted.

ATTACHMENT(S):

- Ordinance setting Judge's compensation
- Resolution setting Deputy Judge's compensation
- Judge's contract

ORDINANCE NO. 1706 SERIES 2015

AN ORDINANCE AMENDING CHAPTER 2.32 OF THE LOUISVILLE MUNICIPAL CODE TO INCREASE THE SALARY OF THE PRESIDING MUNICIPAL JUDGE

WHEREAS, Section 9-3(c) of the home rule charter provides that the City Council shall establish the compensation for the presiding municipal judge; and

WHEREAS, the City Council finds that the presiding municipal judge of the City should be compensated at the rate of \$31,200 in 2016 and desires to amend Section 2.32.050 of the Louisville Municipal Code to so provide;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 2.32.050 of the Louisville Municipal Code is hereby amended to read as follows (words deleted are stricken through; words added are underlined).

2.32.050. Salary.

The presiding municipal judge shall receive as full compensation for the judge's services a yearly salary of \$24,000.00, payable on a monthly basis of \$2,000.00 per month, effective January 1, 2011, and a yearly salary of \$31,200.00 payable on a monthly basis of \$2,600.00 per month, effective January 1, 2016-2011. Each deputy municipal judge shall receive compensation for such deputy municipal judge's services as is set by city council resolution.

Section 2. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED

PLISHED this 2nd day of November, 2015

Robert P. Muckle, Mayor

Nancy Varra, City Clerk

APPROVED AS TO FORM

Light Kelly, P.C., City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this 17th day of November, 2015.

Robert P. Muckle, M.

Nancy Varra Oity Clerk

RESOLUTION NO. 82 SERIES 2015

A RESOLUTION SETTING THE COMPENSATION OF THE DEPUTY MUNICIPAL JUDGE

WHEREAS, Section 9-3(c) of the home rule charter provides that the City Council shall establish the compensation for the presiding municipal judge and each deputy municipal judge; and

WHEREAS, the salary of the presiding municipal judge has been set by ordinance, and the City Council by this resolution desires to set the compensation of the deputy municipal judge,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

1 Effective January 1, 2016, the deputy municipal judge shall receive compensation for judge's services in the amount of \$70 00 per hour, with a minimum of two hours, for municipal court session over which the deputy municipal judge presides

PASSED AND ADOPTED this 2nd day of November, 2015

Nancy Varra, City Clerk

AGREEMENT FOR MUNICIPAL JUDGE SERVICES

THIS AGREEMENT is made and entered into effective the day of of characters, 2016, by and between the CITY OF LOUISVILLE, a Colorado home rule municipal corporation (the "City") and KRISTAN K. WHEELER, an individual.

WITNESSETH:

WHEREAS, pursuant to Section 9-3 of the Louisville Home Rule Charter, the City has established the Louisville Municipal Court, and the City Council of the City is vested with the authority to appoint a presiding municipal judge; and

WHEREAS, due to a vacancy in the office of presiding municipal judge, the City requires the personal services of a new presiding municipal judge for the unexpired term of the previous presiding municipal judge in accordance with Section 9-3(b) of the Louisville Home Rule Charter; and

WHEREAS, pursuant to Section 9-3(b) of the Louisville Home Rule Charter, any vacancy in the office of presiding municipal judge shall be filled by appointment for the remainder of the unexpired term; and

WHEREAS, Kristan K. Wheeler is a duly licensed attorney in the State of Colorado who has held herself out to the City as having the requisite expertise and experience to perform the presiding municipal judge services sought by the City; and

WHEREAS, pursuant to Section 9-3(b) of the Louisville Home Rule Charter, the City Council of the City desires to appoint Kristan K. Wheeler as presiding municipal judge of the Louisville Municipal Court, for an initial term expiring January 2, 2018, the date on which the remainder of the unexpired term of the previous presiding judge ends;

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereby agree as follows:

- 1. <u>Appointment</u>. The City Council hereby appoints Kristan K. Wheeler as Presiding Municipal Judge for the Louisville Municipal Court (hereafter "Presiding Judge"), for the term specified in Section 2, below.
- 2. <u>Term.</u> The Presiding Judge is appointed for a term commencing on October 4, 2016. Pursuant to Section 9-3(b) of the Louisville Home Rule Charter, such term shall expire January 2, 2018.
- 3. <u>Services</u>. The Presiding Judge shall preside over the regularly-scheduled sessions of the Louisville Municipal Court (approximately six per month) and over such other Municipal Court sessions as may be necessary for the proper functioning of the Court. The Presiding Judge shall perform-all-such-duties and exercise all such powers as are required-of-and vested in a

municipal court judge by the Louisville Home Rule Charter and Louisville Municipal Code, and other applicable laws, regulations, and codes of conduct (including but not limited to the Colorado Code of Judicial Conduct) that are applicable to the position. The Presiding Judge shall also perform the administrative duties of a presiding municipal judge and perform the swearing in of City elected officials and police officers.

- 4. Removal or Resignation; Termination. During the term, the Presiding Judge may be removed from office by the affirmative vote of two-thirds of the entire City Council for cause, as set forth in Section 9-3 of the Louisville Home Rule Charter. The Presiding Judge may also voluntarily resign by providing at least 30 days' advance written notice to the City Council, unless a shorter notice period is agreed to by the City Council. In the event of any such removal or resignation, or any other termination of this Agreement prior to the expiration of the term, the Presiding Judge shall be paid solely for services rendered through the effective date of such removal, resignation or termination.
- 5. <u>Compensation</u>. Pursuant to Section 9-3 of the Louisville Home Rule Charter, the compensation of the Presiding Judge is established by the City Council and is not dependent upon the outcome of the matters to be decided by the judge. Pursuant to Ordinance No. 1706, Series 2015 (codified at Louisville Municipal Code Section 2.32.050), the Presiding Judge shall receive as full compensation for the Presiding Judge's services the amount of \$2,600 per month (not to exceed \$31,200 yearly), which monthly payment amount shall be prorated on a daily basis for the days of service in the first and final month of the term. The Presiding Judge shall submit monthly an invoice for services for the preceding month. The City shall pay the invoice within 30 days of receipt thereof.
- 6. <u>Additional Judges</u>. The City may employ, at the City's expense, such other additional judges as the City determines to be necessary or otherwise in the best interest of the City during the term of this Agreement.
- 7. <u>Independent Contractor Status</u>. The Presiding Judge shall be an independent contractor and not an employee of the City and shall make no representation that she is a City employee for any purpose. Further:
- a. No Payment of Employment Taxes or Other Withholdings. The City shall not withhold or pay or be obligated to withhold or pay any payroll or employment taxes (including, but not limited to, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, state unemployment insurance tax, and state worker's compensation insurance tax) or other amounts with respect to any services performed by or fees paid or expenses reimbursed to the Presiding Judge.
- b. No Payment of Workers' Compensation/Unemployment Compensation. The City shall not provide or be obligated to provide to Presiding Judge any workers' compensation or unemployment compensation insurance coverage.

- 8. Payments Subject to Appropriation. Notwithstanding any other provisions contained herein, the financial obligations of the City under this Agreement are subject to annual appropriation of funds by the City Council, and nothing herein is intended or shall be constructed to create any City debt or multiple-fiscal year obligation whatsoever. A failure to appropriate sufficient funds in any year to pay the full amount due, or which may be due hereunder for the following year shall constitute a termination subject to Section 4 of this Agreement. The City hereby states that it has appropriated in the 2016 budget sufficient funds for the payment of all amounts due, or which may be due hereunder in the 2016 fiscal year.
- 9. <u>Miscellaneous Provisions</u>. The parties agree that this Agreement is a personal services contract. No party shall assign this Agreement or delegate duties under this Agreement or any portion thereof. This Agreement may only be amended by written instrument signed by the Presiding Judge and Mayor and City Clerk of the City, after approval of such amendment by the City Council. This Agreement represents the entire Agreement between the parties and there are no oral or collateral agreements or understandings. If one or more provisions of this Agreement should be invalid, illegal or unenforceable in any respect, the remaining provisions contained in this Agreement shall not in any way be affected. This Agreement may be signed in counterparts. Faxed, electronic, and scanned signatures shall be accepted as originals.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown.

CITT OF LOUISVILLE, COLORADO
By: Ital And
Robert P. Muckle, Mayor

Date: 9/20/16

ATTEST:

Moredyth Muth, City Clerk

SEAL

Kristan K. Wheeler

Date: 9-29-16

(SEAL)	LINDA LEBEC NOTARY PUBLI STATE OF COLOR NOTARY ID 199840 MY COMMISSION EVENING	ic	Notary Public	L. Ruck	
My commissio	n expires on:5	2-20	_		
SUBSO by Kristan K. V	CRIBED AND SWOR Wheeler.	N TO before	me this <u>39</u>	day of Sept	iember, 2016
	Boulder)			
STATE OF CO)) ss.			